DOCUMENT RESUME

ED 362 653 CE 064 555

AUTHOR	Hendrix, Mary W.
TITLE	Counselor's Resource Guide.
INSTITUTION	East Texas State Univ., Commerce. Educational Development and Training Center.
SPONS AGENCY	Texas Education Agency, Austin. Div. of Vocational Programs.
PUB DATE	Sep 92
NOTE	277p.
AVAILABLE FROM	Educational Development and Training Center, East Texas State University, Commerce, TX 75429 (order no. CI-170-RG: $20).
PUB TYPE	Guides - Non-Classroom Use (055)
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	Annotated Bibliographies; *Career Counseling; *Career Development; *Career Guidance; *Career Information Systems; Career Planning; Course Descriptions; Educational Planning; Elementary Secondary Education; Higher Education; *Parent Materials; Postsecondary Education; *Resource Materials; Special Needs Students; Student Evaluation; Vocational Education
IDENTIFIERS	Texas

ABSTRACT

This counselor's resource guide is intended to provide a vast listing of career guidance-related resources that are commonly requested by counselors. The listing for each resource includes complete publication data, a source address, price information, and a resource description that has been taken directly from catalogs or other promotional literature. Included among the resources listed are publications, time-saving resources, multimedia aids, software, and governmental agencies and other agencies that can assist career counselors. The resource listings are organized as follows: resources for parents, guardians, and public; assessment resources; career development and guidance resources for elementary, middle school, and high school students; career information delivery systems; placement and employability skills resources; postsecondary education and training resources; resources for special populations, vocational educational course offerings; a glossary of terms, definitions, and acronyms; and sources for additional information. Most of the resources listed are not directed toward counselors in any one area of the country; however, the sections on postsecondary education and training resources and sources for additional information in particular include extensive listings of institutions, agencies, contact persons, and networks located in Texas. (MN)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

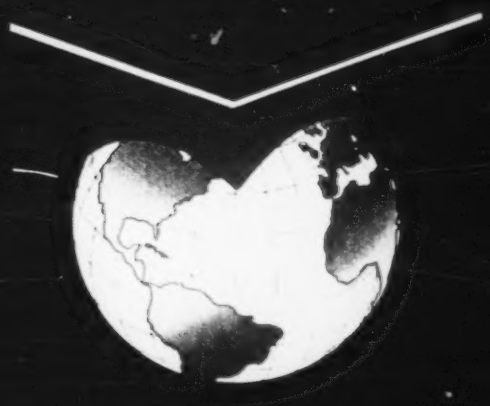
ED 362 653

Counselor's Resource Guide

Career Investigation | Career Guidance and Counseling | Career Placement

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
☒ This document has been reproduced as received from the person or organization originating it.
☐ Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL IN **OTHER THAN PAPER COPY** HAS BEEN GRANTED BY
G. Hughes
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."



CE 064 555

Preparing Tomorrow's Workforce Today

CI-170-RG

Educational Development & Training Center

BEST COPY AVAILABLE

Counselor's Resource Guide

Prepared by

Mary W. Hendrix
Director

Published by
Educational Development and Training Center
East Texas State University
Commerce, Texas

in cooperation with
Texas Education Agency
Vocational and Applied Technology Education Programs
Austin, Texas

Educational Development & Training Center
East Texas State University
Commerce, Texas 75429
(903) 886-5624

FIRST EDITION
1992

September, 1992—10,000 copies

©1992 by the Educational Development and Training Center, East Texas State University

All rights reserved. No part of this book may be reproduced in any form or by any means without written permission from the publisher.

Brand names, company names, trademarks, or other identifying symbols appearing in the text are used to clarify and identify and do not constitute a recommendation or endorsement.

To ensure educational equity, this material has been reviewed to eliminate bias or stereotyping.

Educational Development & Training Center
East Texas State University
Commerce, TX 75429
1-800-356-EDTC

STATE BOARD OF EDUCATION

(State Board for Vocational Education)

CAROLYN HONEA CRAWFORD, Beaumont
Chairperson of the State Board of Education
District 7

BOB AIKIN, Commerce
Vice Chairman of the State Board of Education
District 9

MARY HELEN BERLANGA, Corpus Christi
Secretary of the State Board of Education
District 2

Board Members

RAYMOND A. ALEXANDER, Houston
District 4

JACK CHRISTIE, Houston
District 6

EMMETT J. CONRAD, Dallas
District 13

WILL D. DAVIS, Austin
District 10

MONTE HASIE, Lubbock
District 15

WILLIAM L. HUDSON, Wichita Falls
District 14

GERALDINE MILLER, Dallas
District 12

JANE NELSON, Double Oak
District 11

RENE NUÑEZ, El Paso
District 1

MARY KNOTTS PERKINS, Lufkin
District 8

JOHN H. SHIELDS, San Antonio
District 5

ESTEBAN SOSA, San Antonio
District 3

LIONEL R. MENO
Commissioner of Education
(Executive Officer of the State Board of Education)

The funding for the development of this guide was provided through a contract with the Texas Education Agency. Funding was authorized in the Carl D. Perkins Vocational and Applied Technology Education Act of 1990.

Acknowledgements

Appreciation is extended to the following members of the project advisory committee who served as the pioneers for the *Counselor's Resource Guide*. These individuals should be commended for devoting many hours to determining the format and contents of the publication and in reviewing and critiquing the draft:

Judy Beloat, Special Populations Coordinator
East Central ISD

Dr. Lois Cunningham, Equity Coordinator
Region IV, ESC

Dr. Betty Dodd, Associate Professor
Texas A & I University

Carolyn Melton-Greer, Director of Counseling
Fort Worth ISD

Dolores Harmon, Elementary School Counselor
Everman ISD

Myra Hasty, Middle School Counselor
Grand Prairie ISD

Ed McArthur, High School Counselor
Austin ISD

Dr. Lindy McDaniel, Director Counseling, Testing, and Records, Windham School System
Texas Department of Criminal Justice

Dr. Pat McLeod, Counselor Educator
University of North Texas

Appreciation is also extended to those individuals who provided valuable input by reviewing the draft of the *Counselor's Resource Guide*:

Sherry Boles, Vocational Counselor
Duncanville ISD

Peggie DeVault, Elementary Counselor
Goose Creek ISD

Dr. Charles Doty, Advisor in Career and Occupational Education, Graduate School of Education
Rutgers-State University of New Jersey

Robert W. Fait, Senior Counselor
Katy ISD

Steve Johnson, Vocational Administrator
Brazosport ISD

Gwen Keefer, Vocational Administrator
Canutillo ISD

Dr. David Qualls, Special Populations Coordinator
Brazosport ISD

Betty Robertson, Counselor
Conroe ISD

Dr. Judy Robertson, Director of Counseling
Klein ISD

Sheryl Ward, Counselor
Goose Creek ISD

This publication would not have been possible without the assistance of Nancy Martin, project secretary. Nancy miraculously interpreted both my thoughts and my handwriting and laboriously entered every word in this publication. The Educational Development and Training Center's Production Team once again accomplished what, at one point, seemed impossible. Transforming an endless listing of resources into an attractive and useable publication is not an easy task. Special thanks to Ludonna Jackson, production coordinator; Bob Norsworthy, graphic artist; Linda Baron, word processing specialist; Pat Johnson, word processing specialist; and Lynne Morris, editor; for producing this quality publication.

Finally, I would like to express my appreciation to Sylvia Clark, Director of Vocational Guidance Programs, Texas Education Agency. This publication would not have been possible without Sylvia's vision of what is possible. Sylvia always has her fingers on the pulse of practitioners; she knows what is needed in the field and she manages to deliver.

[illegible]ry Hendrix, Director

Table of Contents

Section - Page

Resources for Parents, Guardians, and Public I-1
- Publications and Videos I-3
- Financial Aid Information I-7
- Time-Saving Resources I-16

Assessment Resources II-1

Career and Educational Planning III-1

Career Development and Guidance Resources IV-1
- Elementary IV-3
  - Classroom Activities IV-5
  - Reference Materials IV-10
  - Multi-Media Aids IV-11
  - Software IV-12
- Middle School IV-15
  - Classroom Activities IV-17
  - Reference Materials IV-25
  - Multi-Media Aids IV-36
  - Software IV-44
- High School IV-49
  - Classroom Activities IV-51
  - Reference Materials IV-58
  - Multi-Media Aids IV-71
  - Software IV-79

Career Information Delivery Systems V-1
- Vendor Listing V-3
- Additional Reference Materials V-4

Placement and Employability Skills Resources VI-1

Postsecondary Education and Training Resources VII-1
Reference Materials VII-3
Military VII-9
Proprietary Schools VII-11
Public Universities (Texas) VII-15
Public Senior University Systems (Texas) VII-17
Public Medical Schools and Health Science Centers (Texas) VII-18
Independent Medical and Dental Schools (Texas) VII-19
Independent Senior Colleges and Universities (Texas) VII-19
Public Community Colleges (Texas) VII-22
Private Independent Junior Colleges (Texas) VII-28
Public Technical College System (Texas) VII-28

Resources for Special Populations VIII-1
Transition Services VIII-3
Nontraditional Careers VIII-6
Limited English Proficient VIII-11
Educationally Disadvantaged and Incarcerated Youth VIII-13
Handicapped VIII-13
Additional Resources VIII-22

Vocational Education Course Offerings IX-1
Course Descriptions IX-3
Course Codes IX-26

Glossary of Terms, Definitions, and Acronyms X-1
Terms and Definitions X-3
Acronyms X-9

Sources for Additional Information XI-1
Reference Materials XI-3
Journals XI-13
Time-Saving Resources XI-13
Posters XI-16
Counselor Goodwill Resources XI-17
Numbers to Know XI-19
Quality Work Force Planning Regions XI-21
Tri-Agency Tech Prep Staff XI-26
Texas Higher Education Coordinating Board Contacts XI-27
Texas Department of Commerce Contacts XI-28
State Occupational Information Coordinating Committee Contacts XI-29
Texas Innovation Network XI-29
Job Training and Employment Assistance XI-31
Job Training Partnership Act Service Delivery Areas XI-33
Regional Vocational Equity Specialists XI-43
Hotlines XI-44

How to Use the Counselor's Resource Guide

The purpose of the Counselor's Resource Guide is to provide a vast listing of career guidance-related resources that are commonly requested by counselors. Although the guide is comprehensive, it does not include all products available on the market. Therefore, the absence of a product listing should by no means be considered as an indication of the product's inappropriateness or lack of quality.

The descriptions used for each resource have been taken directly from catalogs and other promotional literature. The purpose of these descriptions is to assist you in understanding the purpose of the product and its intended use. These descriptions do not indicate an endorsement by the Educational Development and Training Center, East Texas State University, nor the Texas Education Agency. Because the same products are sold by many vendors, project staff listed the vendor offering the lowest price at the time the guide was developed.

Time limitations of this project did not afford opportunities for staff to review products. Therefore, **counselors are encouraged to secure copies of products on a preview basis before purchasing**.

Counselors are encouraged to carefully review the table of contents section to determine the manner in which resources are classified. Included as resources are publications, time-saving resources, multimedia aids, software, and governmental agencies and other entities that can provide invaluable assistance.

Resources for Parents, Guardians, and Public

Parental involvement in the planning and development of students' educational and career planning is crucial to the future of our young people and our economy. Just as students need to be aware of the multitude of career opportunities and options in tomorrow's global workplace, so do their parents or guardians.

Parental and community involvement provides students with keys to unlock their futures and to close the increasing distance between the country's workplace needs and the skills and capacities of our future workforce.

The purpose of this section is to provide a listing of resources that will assist counselors in conveying the need for students to have opportunities for educational and career planning. Time-saving resources for preparing publications and presentations are also provided.

Publications and Videos

■ America's Changing Workforce

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$12.95

One of America's leading consulting firms appraises what the future holds for all of us in the workforce of the coming decade. Based on interviews with leading executives and human resource managers nationwide, this new assessment of our working future highlights important trends and identifies how companies will change our working environment to meet the challenges ahead. 172 pp.

■ Building a Better Texan

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$25

A promotional video developed to acquaint adults (educators, business and industry representatives, and community members) with the purpose and benefits of vocational education. One 15-minute videocassette.

■ Building Your Child's Self-Esteem

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$95

Teaching children about themselves through reproducible booklets and accompanying audio cassettes. Available in English and Spanish. A trainer's guide for parents and teachers. These materials can be duplicated at your educational site.

■ Career Development: Preparing for the 21st Century

Robert Hanson, Editor
ERIC/CAPS, 2108 School of Education, The University of Michigan, Ann Arbor, MI 48109-1259, (313)764-9492
$16.95

This volume pulls together the writings of leaders in the field of career guidance and addresses such important topics as "The Changing Face of the Workplace: 1986-2000," by Kenneth Hoyt; "Integrating Equity into the School," by Lawrence DeRidder; "Preparing Youth for Changing Roles and Tasks in Society, Work, and Family," by L. Sunny Hansen and Marianne Yost; "Leisure and Career Development in the High School Years," by Carl McDaniels; and "How to Remodel and Revitalize Your School Guidance Program," by Norman Gysbers. 168 pp.

■ Career Management and Survival in the Workplace

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$26.95

Presents career programs, resources, and policies that human resource professionals and managers can use to help employees face today's difficult career decisions. 244 pp.

■ Eight Facts Every Parent Should Know About Vocational Education

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$25 for 100
$30 for 100 (Non-Member)
Also available in Spanish.

A two-color flyer gives parents detailed reasons on how vocational education courses and programs can benefit teenagers.

■ Forgotten Half: Non-College Youth in America

William T. Grant Foundation Commission on Work, Family and Citizenship
American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$5

This interim report stresses the belief that state and local governments, private

Notes

Notes

agencies, employers, churches, and individuals must act as the first line of support. 98 pp.

■ Forgotten Half: Pathways to Success for America's Youth and Young Families

William T. Grant Foundation Commission on Work, Family and Citizenship
American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$5

The "forgotten half" is the significant portion of our youth and young families bypassed by American affluence. Gives major strategies to help young people, including extended and improved employment training and educational opportunities. 202 pp.

■ How Good Is Your Child's School? Everything You Should Know About the School System Before You Buy That New House

Elbert M. Hoppenstedt
Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service.
$39.50

The first question any real estate agent is asked by a prospective house-buyer is "how good are the schools?" This book will provide a detailed, evaluative process which gives a simple, easy-to-follow rating guide.

■ How to Choose the Best School for Your Child: The Long-Awaited Solution to the Dilemma of Finding the Right School

Bud Howlett
Gulf Publishing Company, PO Box 2608, Houston, TX 77252-2608
$13.95

Offers suggestions to parents for gathering information on and evaluating public or private K-12 grade schools to match a student's talents and needs.

■ How to Help Your Teenager Find the Right Career

Charles J. Shields
The College Board, 45 Columbus Ave., New York, NY 10023-6992, (212) 713-8165
$12.95

Practical strategies from an experienced career counselor help parents motivate their teenagers to explore career interests and find alternatives best suited to their interests and abilities. 203 pp.

■ Joyce Lain Kennedy's Career Book

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$29.95 Hardcover
$18.95 Softcover

This information packed book guides readers through the entire career decision-making process. Features inventories that help readers determine interests, aptitudes, skills, and exercises that establish and achieve realistic goals and objectives; up-to-date information on key occupational areas; guidelines and checklists to help select a college or vo-tech school; tips on how to construct an effective resume, advice on interviewing; and guidelines for giving a career regular checkups. 448 pp.

■ Life After High School

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$49.50 for 50 (Member)
$60 for 50 (Non-Member)

Wish you had a giveaway brochure that said vocational education and college do go together? Here is a 16-page booklet that tells parents and students how voc ed can be a stepping stone to college. Graphically appealing with interesting text, the brochure covers: earning more money faster for college with voc training; testing interest in a particular field; tech prep; advanced college credit for vocational courses; developing self-esteem and good study habits.

■ The New Limits to Growth: Economic Transformation and Vocational Education

R. J. Vaughan
National Center for Research in Vocational Education, order through Materials Distribution Service, Western Illinois University, 46 Horrabin Hall, Macomb, IL 61455, 800-637-7652
$2 (Reprint Series)

This article, reprinted from the *Phi Delta Kappan* (February 1991), examines the role of education, specifically vocational education, in today's changing economy. The author argues that vocational education is no longer "an alternative to academic skills," but instead is "vital for everyone's career preparation."

■ Parents Make A+ Difference

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612

Designed to aid African-American parents in helping their children take full advantage of educational opportunities (in middle or high school). Describes strategies parents can use to become more involved and how this involvement pays off in their children's future success. The program kit (videotape and presentation guide) has been developed for use by parents and community groups. (14 min. VHS)

■ Positive Parenting

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$69.95 Includes 1 disk and Administration Manual

This interactive program prepares your students for the problems and challenges of parenting. Situations used are common to all parents. Positive Parenting is an excellent program for new parents or parent education classes.

■ Raising Good Kids in Bad Times

Ready Reference Press, PO Box 5249, Santa Monica, CA 90409, 1-800-424-5627
$249.50 for series or separately $89.50 each

Raising Good Kids in Bad Times is an acclaimed series from the producers of Scared Straight!, which powerfully and emotionally conveys the problems faced by parents and educators alike. Series includes 3 Video Programs listed below: See Dick and Jane Lie, Cheat, and Steal; The Truth About Teachers; New and Improved Kids.

■ SCANS: What Work Requires of Schools

The Secretary's Commission on Achieving Necessary Skills. U.S. Department of Labor, June 1991. Telephone: 1-800-788-SKILL
Free

Publication describing the foundation skills and competencies students need for success in the workplace.

■ The School Book: Everything Parents Must Know About Their Child's Education From Preschool Through 8th Grade

Mary Susan Miller
St. Martin's Press, 175 Fifth Ave., New York, N.Y. 10010
$14.95

A practical guide for what the author, a former teacher and mother of three, calls children's "first teachers"; addresses subjects ranging from how to extend learning in the home to how to assess teachers and understand a child's emotional transitions.

■ Shopping Mall High School

Powell, Farrar, and Cohen
American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$9.95

Notes

Notes

Based on extensive interviews with many teachers, students and parents, this book describes the intricate strategies Americans have devised to pursue two seemingly antithetical goals: first, to make serious educational demands on students, and second, to graduate almost every one of them.

■ Training in America

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$26.95

The findings of a 3-year ASTD/U.S. DOL study on how training for today's workplace is structured, managed, financed, and coordinated with organizational strategy.

■ Training in America: The Organization and Strategic Role of Training

Carnevale, Gainer and Villet
American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$28.95 ($33.95 for Non-Members)

The authors provide policy recommendations for educators, employers, and government officials to ensure that training has the commitment, resources, and support it requires to be effective. 261 pp.

■ Training the Technical Work Force

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$24.95

Addresses the training needs of America's technical work force. Describes nature and role of training and sets forth guidelines for conducting technical training. 210 pp.

■ Vo-Tech Brochures

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$7 Package of 20
$25 Package of 100
(includes shipping costs)

Colorful and graphically designed brochures that will promote your vocational program. Each brochure provides a brief description of vocational education areas available in Texas public schools.

■ Where There's a Will, There's an A

Chesterbrook Educational Publishers, 16 Industrial Blvd., Dept. C-S, Paoli, PA 19301
1-800-932-2323
$89.85 VHS

Video describing specific strategies for helping students/children with school work.

■ Working Toward a Career

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$95 VHS

Describes the rewarding experience of taking part in co-op, work/study, work experience, and related programs at the high school level. This video demonstrates the value of such programs to students, parents, and employers, and is useful as a recruiting and public relations tool for these programs.

■ Workplace Basics

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$37.95

The findings of a three-year ASTD/U.S. Department of Labor nationwide study on how to develop a skilled work force that is capable of meeting today's business requirements and those of the next decade.

■ Workplace Basics Training Manual

Carnevale, Gainer, and Meltzer
American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$37.95 ($42.95 for Non-Members)

This workbook provides step-by-step guidelines for developing the expanding list of essential "basic skills." 147 pp.

■ Wrong Stuff

Films for the Humanities and Sciences, Inc., Box 2053, Princeton, NJ 08543-2053
1-800-257-5126
$149 VHS 58 minutes

Video describing the requirements of today's workplace and what schools must do to change their old assumptions about teaching methods and testing if they expect graduates to compete in a global marketplace.

Financial Aid

■ The Advisor: A Counselor's Guide to Student Financial Assistance 1992-93

National Association of Student Financial Aid Administrators, 1920 L St., N.W., Suite 200, Washington, D.C. 20036-5020
$21.95 ($3 UPS postage/handling, discounts for large orders)

This book is a source of early planning information for sophomores and juniors, and will help you guide seniors and their parents through the financial aid application process. The Advisor includes ready-to-photocopy worksheets to use as counseling tools to help your students get through the application maze. The Advisor is written and published by the National Association of Student Financial Aid Administrators (NASFAA).

■ The American Legion

Auxiliary Dept. of Texas
709 E. 10th , Austin, TX 78701

Offers non-need-based scholarships. Write for information.

■ Barron's 300: Best Buys in College Education

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$14.95

All 300 schools profiled have one important thing in common: fine academic programs at less-then-average tuition fees. Includes schools from all 50 states giving a wide range from which to choose. One 700-page paperback book.

■ Cambridge Financial Aid Planner

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$19.95

This planner shows young adults that financial aid is available if they know how to make the process work. Emphasis is placed on how to actively seek out all likely sources. Includes five extensive appendices—state-funded programs, private scholarships, planning ahead for need analysis, financial aid planning guide, and a glossary.

■ Cashe Financial Aid Program

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
Price: Available for different levels. Call for a quote.

Cashe provides information on all types of financial aid for postsecondary education. It contains over 200,000 scholarship, grant, fellowship, and other award listings for students. The program provides information on tuition plans, loans, the military, state residency requirements, and much more.

■ Chronicle Financial Aid Guide, 1991-1992

Chronicle Guidance Publications Inc., 66 Aurora St., PO Box 1190, Moravia, N.Y. 13118-1190
$19.95 softcover

Lists 2,050 private and government financial-aid programs for undergraduate, graduate, and postdoctoral students. 461 pp.

■ The College Cost Book

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$13.95

Notes

Notes

Helps students and families understand college costs, apply for financial aid, and budget their resources for college.

■ College Cost Explorer

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$49.95 Apple II (5.25" or 3.5") or IBM (5.25" or 3.5")

This program will help students and their families learn about college costs and how to budget needed resources to meet them.

■ The College Financial Aid Annual 1990

A comprehensive and up-to-date guide to college financial aid. Includes a directory of more than 2000 private scholarships.

■ The College Guide for Parents

Charles J. Shields
The College Board, 45 Columbus Ave., New York, NY 10023-6992, (212) 713-8165
$12.95

Information and advice for parents to help their teenager make informed college choices, understand the financial aid process, keep track of admissions deadlines, and more. 197 pp.

■ The College Money Handbook 1991-92

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$18.95

Gives a full account of costs and financial aid at more than 1,700 accredited four-year colleges in the U.S., allowing students, parents, and guidance counselors to make informed decisions about applying for aid and assess the possibilities of receiving it.

■ Compendium of Texas Colleges and Financial Aid Calendar for High School Seniors 1991-92

Minnie Stevens Piper Foundation,CPM South Tower, Suite 200,800 NW Loop 410, San Antonio, TX 78216-5699, (512) 525-8494
Free

Part I includes listings of all 113 colleges and universities in the state covering public and private institutions. Also a list of the admission requirements for high school seniors.

Part II lists scholarships with names and addresses of the sponsoring organizations.

Note: This guide is designed exclusively for Texas graduating high school seniors.

■ Cracking the Code: A Guide to Understanding the College Financial Aid Process

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$59.95

This easy-to-use, step-by-step walk through the Congressional Methodology process will help students and parents better understand the methods used to compute how much financial aid they may expect to receive. They are shown how to avoid simple mistakes on college aid applications and how to show the greatest financial need, regardless of their income. A handy workbook that is updated every year is included to give the family the opportunity to recalculate the formula to their best advantage before completing the application form. One 40-minute videocassette and workbook.

■ Directory of Federal Aid

Ready Reference Press, PO Box 5249, Santa Monica, CA 90409, 1-800-424-5627
$189.50

This four-volume set of books covers the full range of federal assistance programs

available for education, health, veterans, and the handicapped.

■ Dollars and Sense for Scholars: Barron's Complete College Financing Guide

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$12.95

This all new, practical, fact-filled information sourcebook for parents and students tells how, when, and where to apply for college scholarships.

■ Everything You Need to Know About Financial Aid

Ready Reference Press, PO Box 5249, Santa Monica, CA 90409, 1-800-424-5627
$98

This informative video will explain to parents and students: Who gets financial aid and why; how the major financial aid programs work; how aid is awarded through scholarships, grants, and loans; how to apply for aid; where to get help with financial planning, filling out financial aid forms correctly, and seeking private sources of aid.

■ Financial Aid Guide

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284.
$19.97

For students, parents, educators, this guide contains 2,050 financial programs, verified by source. Undergraduate, graduate, and postgraduate assistance. List of sponsors includes: private organizations, labor unions, federal and state governments, National Apprenticeship Program. 461pp.

■ The Financial Aid Planner

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$98 VHS Planner with manual
$19.95 Planner print only

This four-art video uses humor, graphics, and effective communications techniques to show young adults how to seek out financing for higher education. Students discover (1) the money for college isn't just for students with high academic ability, high athletic ability, or from economically disadvantaged families; (2) the majority of today's college students receive some sort of financial assistance; and (3) applying for financial aid is an active, continuing process. One 30-minute videocassette and an adapted version of the book *The Cambridge Financial Aid Planner.*

■ Financial Aid Scan

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$65 License Fee
$5 Master Cost
$1 Label Cost

The scan computes the Pell Grant Index (PGI) and the Parent Contribution based upon financial and family data entered by the user. It also provides information about financial aid. A printer is required for the use of this program.

■ Financial Aid Scan IV

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$89 Apple or IBM

Allows students and parents to learn about financial aid programs provided through the federal government. Includes one diskette, instructions, and a free site license for your building at no extra cost! Printer recommended.

■ Financial Aid Service

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$195 Apple II Series IIc, IIe, IIGS
$195 IBM-PC, PS/2
$220 IBM-XT

Peterson's Financial Aid Service (FAS) combines software and printed materials to let college bound students estimate their costs.

Notes

Notes

■ Financial Aid Workbook

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$8.50 Set of 30

Financial Aid Workbook is for students/clients intending to pursue postsecondary education at any level.

■ Higher Education Opportunities for Minorities and Women

Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

This can be found in libraries or purchased from the above address.

■ How the Military Will Help You Pay for College

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$9.95

Describes in detail the three major military sources of college tuition help.

■ How to Finance a College Education

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$29.95 VHS

This video takes the viewer through the complicated and lengthy financial aid process and discusses money saving options for families of all income levels.

■ How To Get An Ivy League Education at a State University

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$10.95

Select the best in higher education at a price you can afford with Dr. Martin Nemko's helpful new book. Your students and their parents will want to check out his advice and so will you. Learn the questions to ask and where to look first to find outstanding programs in little known places.

■ How to Pay for College

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$29.95 one tape with Guidebook.

This 52-minute, fast-paced video shows everything from research and planning to saving and applying for financial aid.

■ How to Pay for Your Children's College Education

Gerald Krefetz
The College Board, 45 Columbus Ave., New York, NY 10023-6992, (212) 713-8165
$12.95

Here is practical advice for parents about the various ways to pay for college, including trusts and loans, borrowing and gifts, income-shifting strategies, college loan and tuition programs, and scholarships. 158 pp.

■ Keys to Financing a College Education

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$4.95

Presents information on how to incorporate financing plans into the family budget. 160 pp.

■ Lovejoy's Guide to Financial Aid

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$14.95

This updated edition includes a complete catalog of all types of financial aid available at the undergraduate or graduate level; the latest information on scholarships, grants, and federal and state programs; eligibility requirements; application procedures; charts and forms for calculating your expenses and entitlements, and all the latest legislative changes. 263 pp.

■ Meeting College Costs

The College Board, 45 Columbus Ave., New York, NY 10023-6992, (212) 713-8165
$10 per package of 50 copies

Authoritative guidelines and specific examples help students and parents estimate college expenses and compute their expected family contribution. 8 pp.

■ Paying for College: Budgeting and Planning

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$79 Apple or IBM

Focus on the financial budgeting and planning process of college with this comprehensive, easy-to-follow program. Provides interactive case studies to test student knowledge, explains the difference between income and expenses, and teaches how to calculate financial need. Also includes a guide to major types of financial aid including Pell Grants, Work Study, Perkins Loans and more. One diskette and reproducible worksheets.

■ Paying for College: Myths and Mistakes of Financial Aid

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$98 VHS, Reproducible Exercises

The video identifies the major traps students fall into when pursuing financial aid. 25 min.

■ Paying for College: Types of Financial Aid

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$98 VHS, Reproducible Worksheet

A fast paced educational video covering the basics of financial aid presented with humor and giving practical examples. 25 min.

■ Peterson's College Money Handbook

Western Psychological Services, 12031 Wilshire Boulevard, Los Angeles, CA 90025, 1-800-648-8857
$23.50

This handbook gives students, families, and guidance professionals a complete and accurate picture of college financial aid.

■ Peterson's Financial Aid Service

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$195 Apple or IBM

Helps students estimate their own financial needs. Determines how much your family will be expected to contribute to your college costs, tells you whether you might be eligible for aid at the colleges you are interested in, gives you information on federal and state programs, and tells you which colleges and private organizations have non-need programs you may be eligible for. Two diskettes, counselor/student manual.

■ Scholarships

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$90 License Fee
$5 Master Cost
$1 Label Cost

Provides a search for nationwide scholarship opportunities. It contains information on application procedures and qualifications. The scholarships are primarily for students entering college for the first time.

■ Scholarships Today

Ready Reference Press, PO Box 5249, Santa Monica, CA 90409, 1-800-424-5627
$390 Set of two—Module I and Module II; Apple II, IBM-PC, or TRS-80 Model III or IV.

(Complete program of 7 Disks, Workbook, Worksheets, & Documentation)

Scholarships Today (Module I) allows students to explore financial aid programs sponsored by federal and state govern-

Notes

Notes

ments, including Pell Grants, Guaranteed Student Loans, Plus Loans, and other programs, *Scholarships Today* (Module II), identifies over 2,000 private sources of financial aid, including foundations, fraternal organizations, religious groups, and many others.

■ Scholarships Today Module 1 Public Financial Aid Program

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$65 Apple II, IBM-PC

Module 1 allows the students to explore financial aid programs sponsored by federal and state governments. A financial aid quiz estimates the amount of Pell Grant aid for the student.

■ The Student Guide

U.S. Department of Education, Federal Student Aid Program, Dept. J-8, Pueblo, CO 81009
Free

Write and request a copy. Discusses financial aid sources.

■ The Student Guide to Federal Financial Aid Programs

Federal Student Aid Programs, PO Box 84, Washington, D.C. 20044.
Free

Write or call (301)984-4070. Discusses federal financial aid programs.

■ The Student Loan Handbook

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$9.95

This comprehensive guide covers all the popular postsecondary forms of financial aid for college, trade school or technical training. Completely up to date. The Student Loan Handbook includes family financial planning guidelines and describes all federal and state sponsored work study, grant, and scholarship programs.

Grants and Scholarships

Texas Public Education Grant (TPEG)
Eligibility: Texas resident or nonresident enrolled in a Texas public university.
Amount: Student need; ($663 avg. '90 award)
Basis of Selection: Financial Need
Contact: College Financial Aid Officer

Tuition Equalization Grant (TEG)
Eligibility: Texas resident or National Merit Scholar enrolled at least half time in any program except theology at a Texas independent college and not on an athletic scholarship.
Amount: $1,900 (annual max.) $1,240 (avg. '90 award)
Basis of Selection: Financial Need
Contact: College Financial Aid Officer

Public Student Incentive Grant (PSIG)
Eligibility: U.S. citizen or permanent resident enrolled at least half time in a Texas public university.
Amount: $1,250 (annual max) $311 (avg. '90 award)
Basis of Selection: Financial Need
Contact: College Financial Aid Officer

State Scholarship for Ethnic Recruitment (SSER)
Eligibility: Texas resident enrolled at least half time as a freshman or first-time transfer student in a Texas public university.
Member of an ethnic group comprising less than 40 percent of the college's enrollment.
Freshmen in the top one-third of high school class with composite scores of 800 on SAT or 18 on ACT.
Transfer students: 2.75 grade point average.
Amount: $1,000 (annual max.) $855 (avg. '90 award)
Basis of Selection: Financial Need
Contact: College Financial Aid Officer, Minority Affairs Officer

Pell Grant Program
Eligibility: U.S. citizen (or permanent resident) enrolled at least half time in a public, independent, or proprietary college.
Must maintain academic progress.
Must not have a bachelor's degree, or be in default on a student loan, or owe a refund on a student grant.
Males must be registered for the draft.
Amount: $2,400 (annual max.) $1,381 (avg. '90 award)
Basis of Selection: Financial Need
Contact: College Financial Aid Officer

Supplemental Educational Opportunity Grant (SEOG)
Eligibility: U.S. citizen (or permanent resident) enrolled at least half time in a public, independent, or proprietary college.
Must maintain academic progress.
Must not have a bachelor's degree.
Males must be registered for the draft.
Amount: $4,000 (annual max.) $684 (avg. '90 award)
Basis of Selection: Financial Need
Contact: College Financial Aid Officer

State Student Incentive Grant (SSIG)

Eligibility: U.S. citizen (or permanent resident) enrolled at least half time in a public or independent college in Texas.
A public university student must receive a OSIG; an independent university student must receive a TEG.
Must not be in default on a student loan or owe a refund on a student grant.
Must maintain academic progress.
Males must be registered for the draft.

Amount: $1,250 (annual max.) $484 (avg. '90 award)

Basis of Selection: Financial Need

Contact: College Financial Aid Officer

Robert C. Byrd Scholarship

Eligibility: U.S. citizen (or permanent resident) accepted for enrollment in a public, independent, or proprietary college in Texas or out-of-state.
High school graduate or equivalent.

Amount: $1,500 (annual max.) $1,500 (avg. '90 award)

Basis of Selection: Academic merit (high school GPA, rank, and college entrance exam scores)

Contact: High School Counselor

Paul Douglas Teacher Scholarship

Eligibility: Texas resident, graduated in the top 10 percent of high school class, enrolled full-time in a public or independent college, and working toward teacher certification. Students are required to teach for a specified time period or to repay the scholarship.

Amount: $5,000 (annual max.) $3,822 (avg. '90 award)

Basis of Selection: Evaluation by a governor-appointed panel

Contact: College Financial Aid Officer, High School Counselor

Loans

Stafford Student Loan* (formerly Guaranteed Student Loans - GSL)

Eligibility: **State Hinson-Hazlewood Loan:** Must be eligible to pay Texas resident tuition rate and be enrolled at least half time in a Texas public or independent university.
Commercial Loan: U.S. citizen (or resident alien) enrolled at least half time in a public, independent, or proprietary college either in Texas or out-of-state.
The following criteria also apply for both state and commercial loans:
Must maintain academic progress.
Must not be in default on a student loan or owe a refund on a student grant.
Males must be registered for the draft.

Amount: $2,625 1st 2 years, $4,000 2nd 2 years, $3,116 (State Loan)**

Basis of Selection: Financial Need

Contact: College Financial Aid Officer, Bank Loan Officer

Supplemental Loans to Students (SLS)*

Eligibility: **State Hinson-Hazlewood Loan:** Must be eligible to pay Texas resident tuition and be enrolled full time in a Texas public or independent university.
Commercial Loan: U.S. citizen (or resident alien) enrolled at least half time in a public, independent, or proprietary college either in Texas or out-of-state.
The following criteria also apply for both state and commercial loans:
Must maintain academic progress.
Must not be in default on a student loan or owe a refund on a student grant.
Males must be registered for the draft.

Amount: $4,000 (annual max.) $2,743 (avg. '90 award)

Basis of Selection: Need assistance to meet family contribution requirement

Contact: College Financial Aid Officer, Bank Loan Officer

Health Education Assistance Loan (HEAL)* or Health Education Loan Program (HELP)

Eligibility: **State Hinson-Hazlewood Loan:** Must be eligible to pay Texas resident tuition rate and be enrolled full time in a Texas public or independent health-related institution.
Commercial Loan: U.S. citizen (or resident alien) enrolled full time in a public, independent health-related institution in Texas or out-of-state.
Amount: $7,500 - pharmacy, $20,000-medicine, $20,000-dentistry, $6,232 (avg. '90 award)
Basis of Selection: Financial Need
Contact: College Financial Aid Officer, Bank Loan Officer

College Access Loan (CAL)

Eligibility: Must be eligible to pay Texas resident tuition rate and be enrolled full time in a Texas public or independent university.
Amount: $5,000 (annual max.) $2,393 (avg. '90 award)
Basis of Selection: Need assistance to meet family contribution requirement
Contact: College Financial Aid Officer

Parent Loans to Undergraduate Students (PLUS)***

Eligibility: U.S. citizen (or resident alien) enrolled at least half time in a public, independent, or proprietary college in Texas or out-of-state.
Must maintain academic progress.
Must not be in default on a student loan or owe a refund on a student grant.
Males must be registered for the draft.
Amount: $4,000; **
Basis of Selection: Financial Need
Contact: College Financial Aid Officer, Bank Loan Officer

Work Study

Texas College Work-Study Program

Eligibility: Texas resident enrolled at least half time as an undergraduate or graduate student at a Texas public or private university.
Amount: Cannot exceed student need; $619 (avg. '90 award)
Basis of Selection: Financial Need
Contact: College Financial Aid Officer

Federal Work-Study Program

Eligibility: U.S. citizen (or resident alien) enrolled at least half time in a public, independent, or proprietary college in Texas or out-of-state.
Must maintain academic progress.
Must not be in default on a student loan or owe a refund on a student grant.
Males must be registered for the draft.
Amount: Student need; $1,119 (avg. '90 award)
Basis of Selection: Financial Need
Contact: College Financial Aid Officer

* Available either through the state's Hinson-Hazlewood Loan Program or through a commercial lending institution

** Information not available for loans through commercial lending institutions

*** Not available through the State

Notes

Time-Saving Resources for Counselors

■ Clip Art Collection

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
Vol. 1, Apple $19.95
Vol. 1, IBM $14.95
Vol. 2, Apple $19.95
Vol. 2, IBM $14.95
Vol. 3, Apple $19.95
Vol. 3, IBM $14.95

New clip art greatly expands the graphic capabilities of *The Newsroom.* Offers over 2000 pieces of clip art to fit most situations or occasions. Great for guidance newsletters and brochures!

■ Letterwriter for Job Seekers

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$69 for Apple II+ or IIe with 40 columns
$69 for Apple IIe 80 columns, IIc, IIgs
$69 for IBM PCs and Compatibles

A program to help write and type those letters of application, thank you letters, and letters of inquiry. It will even address the envelope! Saves counselors time when asked to respond with a letter.

■ The Newsroom

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$34.95 Apple
$19.95 IBM

Are you regularly publishing a guidance newsletter in your school? This program allows you to distribute an attractive guidance newspaper informing your students of new job availabilities, visiting recruiters, guidance services, deadlines, resources, workshops, programs, and anything else newsworthy. In the photolab you can select from 600 pieces of clip art, combine them, alter them, or create your own pictures. Two diskettes and manual. Printer required. IBM version requires color graphics card.

■ Presentations Kit

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$12.95

Claudyne Wilder's unique book will enable you to customize a presentation for maximum impact, whether you are selling an idea, delivering a report, presenting policy options, conducting a training seminar or facing any other situation that requires you to present or persuade. 294 pp.

■ Recommendation Writer

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$197 for Apple IIc Enhanced, IIc, IIgs, IBM 5.25" and 3.5"

Provides hundreds of adjectives to help you create original and more accurate letters for each student. Word processing and outlining features help you develop phrases, organize your thoughts, then type perfect copy. Confidential data disks can be kept by each staff person sharing the program. Students can create a quick, printed, customized questionnaire from the Student Questionnaire disk. They then complete questions about their goals, activities, and achievements. They identify adjectives that describe themselves.

Assessment Resources

Counselors are encouraged to focus on the outcome or purpose of assessment for all students. The outcome or purpose of assessment is to provide students, parents, teachers, and counselors with the information necessary to make informed decisions concerning career choices and education/training requirements.

Federal and state requirements stipulate the assessment of students' interests and aptitudes. All members of special populations other than students with handicaps are required by Public Law 101-392 to have an assessment of their vocational interests and aptitudes during the year prior to availability of major vocational and applied technology education programs. To comply with this requirement, districts must provide this assessment during the eighth grade. Furthermore, Title 19 TAC Chapter 75.213 (f) and 89.233 (g) (3) specify all students who are considered handicapped must have a vocational interest and aptitude assessment.

Many resources are available that contain extensive reviews of assessment instruments. Because these reviews have been compiled by experts in the field and have been copyrighted, they are not included in this section. This section does include:

- a listing of resources containing reviews.
- sample matrices to be used when comparing assessment instruments.

■ Assessment in Counseling: A Guide to the Use of Psychological Assessment Procedures

Albert B. Hood and Richard W. Johnson
American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$26.95 regular price
$24.95 member price

This important new resource will help you select, administer, and interpret the results of psychological tests. Explains the basic concepts of test use and examines assessment tools for specific populations. Includes 109 assessment procedures, case studies, and a handy reference guide to the most commonly used tests. It is appropriate for practitioners as well as students of counseling and human development.

■ A Counselor's Guide to Career Assessment Instruments, 2nd Edition

Kapes and Mastie, Editors
American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$25 regular price softcover
$20 member price softcover
$35 regular price hardcover
$25 member price hardcover

A revision and expansion of the 1982 best-selling Counselor's Guide to Vocational Guidance Instruments. This new volume is a review and analysis of career assessment and assessment instruments by career development leaders. A practical guide to 43 of the most common career assessment instruments, this book also includes: annotated compilation of 126 other instruments; reviews of multiple aptitude batteries, interest inventories, work value instruments, career development and maturity instruments, combined assessment programs, instruments for special populations; new section on personality measures.

■ The Tenth Mental Measurements Yearbook

Jane Close Conoley and Jack Kramer, Editors
American Guidance Service, 4201 Woodland Rd., PO Box 99, Circle Pines, MN 55014-1796, 1-800-328-2560
$149

The 10th MMY is the latest in the series of mental measurements yearbooks published by the Buros Institute of Mental Measurements. It includes test reviews published in the Supplement to the 9th MMY and also 560 reviews of over 380 tests that are established, highly used tests or were published or revised since the 9th MMY. Hardcover; 1014 pp.

■ Vocational Assessment Handbook

Vocational Special Needs Program, Texas A & M University, Educational Psychology, College Station, TX 77843-4225, (408) 845-2444
Available FREE on a loan basis for two weeks.
$22.50 If you wish to purchase this handbook, it is available from The University of Texas at Austin, Extension Instructional and Materials Center, Customer Service, PO Box 7218, Austin, TX 78713-7218; 1-800-252-3461

One of the most extensive resources available for information regarding the assessment of special needs students. Includes the three-level model of vocational assessment; using vocational assessment data to develop the IEP; federal and state requirements, an extensive review of available assessment instruments; writing vocational assessment reports, and interpreting and using vocational assessment data.

Notes

Aptitude Test Worksheet

Title/Vendor (including address and telephone number)	Format (pencil/paper or software)	Hardware requirements	Validity and Reliability	Ease of Use	Time Requirements	Price	Other Comments

Interest Inventory Worksheet

Title/Vendor (including address and telephone number)	Format (pencil/paper or software)	Hardware requirements	Validity and Reliability	Ease of Use	Time Requirements	Price	Other Comments

Career and Educational Planning

To be an effective high school counselor, you must provide students with the guidance they need to make meaningful and well informed decisions concerning their career plans and education/training alternatives. Unfortunately, without proper guidance, many students mill around taking unrelated courses in high school and graduate without the knowledge and skills necessary for either postsecondary training or success in the world of work.

In an attempt to alleviate this problem, the Texas Education Agency and the State Board of Education are advocating a significant change in high school graduation requirements.

This section provides resources, including reference materials and transparency masters, that will assist you in communicating to students, parents, and the community the critical need for career and educational planning.

Preparation Timeline *

Grade	Goals and Objectives
6-7	☐ Begin establishing career goals and objectives. This process will be on-going throughout high school.
8	☐ Assess interests and aptitude in early fall to ensure results are received by the end of first semester. ☐ Use results to develop tentative career goals and objectives. ☐ Review postsecondary education and training catalogs and begin to match high school courses with admission requirements. ☐ Parents should attend high school orientation meeting in spring. ☐ Develop career/graduation plan.
9	☐ Continue to evaluate goals and objectives. ☐ Parents should attend meeting in spring to discuss next year's schedule. ☐ Continue to review catalogs/profiles. ☐ Meet with your counselor to review plan and discuss preliminary postsecondary education and training. ☐ Begin site visits to postsecondary education and training institutions.
10	☐ Register for and take the PSAT or PACT in October. ☐ Meet with counselor to analyze PSAT and PACT results. ☐ Begin to refine postsecondary education and training choices and admission requirements. ☐ Review career/graduation plan and match courses with those required for specific institution admission. ☐ Parents should attend meeting to discuss PSAT/PACT interpretation. ☐ Parents should attend meeting to discuss junior course selections. ☐ Continue site visits to postsecondary education and training institutions.
11	☐ Register for and take the PSAT in October. ☐ Meet with counselor to analyze PSAT results, receive class rank, and match these with postsecondary education and training choices. ☐ Parents should attend PSAT test interpretation meeting. ☐ Review graduation plan and match senior courses with those needed for admission. ☐ Parents should attend meeting to discuss senior course selections. ☐ Take SAT/ACT in spring. ☐ Visit postsecondary institutions during the summer.
12	☐ Register for the postsecondary entrance examination (if needed). ☐ Finalize postsecondary education and training choices; pay close attention to deadline dates. ☐ Give letter of recommendation requests to counselors and teachers at least 3 weeks ahead of deadline dates. ☐ Attend campus visitation weekends. ☐ Listen to announcements for college representatives' visits. ☐ Make formal applications to institutions. ☐ Apply for campus-based scholarships in the fall. ☐ Make dorm reservations as required. ☐ Attend Financial Aid Seminar. ☐ Apply for financial aid before March 1, if possible. ☐ Apply for local community-based scholarships in the spring. ☐ Inform school where final transcript is to be sent.

* Suggested sequence

Texas' New Plan for High School Graduation

The Texas Education Agency and the State Board of Education are advocating a new high school core curriculum that will allow students to chose one of two areas of specialization and will require completion of 24.5 credits prior to graduation.

All high school students under the plan would take the same 18.5 credit core course load. Because the 18.5 credit core curriculum is academically rigorous, it fosters students' access to all options, rather than tracking students into "watered down courses" that neither prepare students for what awaits them in postsecondary education and training institutions nor for the world of work.

Students will choose from between two areas of specialization to earn the additional six credits required for the 24.5 credits required. The two specialization areas contained in the proposed plans are: college proficiency and career/technical preparation.

Transparency masters are included in this section that will provide assistance in clarifying this change in graduation requirements. At this time, the change in graduation requirements is not a state mandate. However, the Academic Excellence Indicator System (AEIS) will reflect if local school districts are requiring students to complete this graduation plan

Core Proficiencies

Areas	Proficiency Definition*	Current Equivalent (credits)
English Language Arts	As defined in the Essential Elements	English I-IV (4)
Mathematics	As defined in the Essential Elements	Algebra I (1) Geometry (1)
Science	As defined in the Essential Elements	Two of the following: Physical Science (1) Biology I and II (1) Chemistry I and II (1) Physics I and II (1)
Social Studies	As defined in the Essential Elements	United States History (1) United States Government (½) World History Studies (1) World Geography (1) Economics (½)
Foreign Languages	As defined in the Essential Elements	Demonstrated proficiency in the same language (3)
Health	As defined in the Essential Elements	Health (½)
Fine Arts	As defined in the Essential Elements	Fine Arts (½)
Physical Education	As defined in the Essential Elements	Physical Education (1½)
Computer Skills	As defined in the Essential Elements	Demonstrated proficiency (1)
Life Skills	Proficiencies to be determined	Some proficiencies infused in selected courses

*The proficiencies and the measurement system are being developed.

Specialization Proficiencies

In addition to core proficiencies, each student will complete one or more of the following specializations:

College Proficiency Specialization

- Additional proficiencies in Algebra and Precalculus
- Additional proficiencies in Biology, Chemistry and Physics
- Additional proficiencies in Fine Arts
- Elective proficiencies

Career/Technical Preparation Specialization
(Includes vocational and applied technology and tech prep multiple exit points)

- Additional proficiencies in Mathematics
- Additional proficiencies in Science
- Coherent sequence of technology proficiencies leading to postsecondary programs

OR

- Coherent sequence of vocational education and applied technology proficiencies leading to employment
- Elective proficiencies

Rationale for Implementing a Tech-Prep Program

Employers in the United States recognize that the nation's capacity for economic competitiveness is measured by its ability to adequately prepare and maintain a skilled and educated work force. To achieve this goal, the United States must restructure its system of education, training, and employment to ensure that all students have access to high quality, rigorous instructional programs that prepare them for success in life.

Through a tri-agency partnership, Texas is responding to these concerns with initiatives that are transforming the state's approach to vocational and technical education. This partnership is comprised of:

- Texas Higher Education Coordinating Board.
- Texas Department of Commerce.
- Texas Education Agency.

The Master Plan for Vocational and Technical Education (1991 Update) serves as a blueprint for the reform of vocational and technical education, including the development and implementation of Tech-Prep associate of applied science degree programs throughout the state. This reform will be accomplished most effectively through the partnerships of employers, educators, and training providers established in the 24 Quality Work Force Planning Committees.

This Quality Work Force Planning effort in each region will establish an integrated education, training, and employment delivery system that develops clear career paths to the workplace by giving students the skills required by employers. Quality Work Force Planning Committees are important catalysts for change because they provide a forum for educators and employers to focus on regional needs. They also provide information for local and state program planning and decision making.

Tech-Prep consortia coordinate the planning, development, and implementation of comprehensive programs to be implemented in public high schools and community and technical colleges. To meet specific regional work force needs in Texas, program decisions are reinforced by the information provided by Quality Work Force Planning Committees. Tech-Prep consortia may function as subcommittees of Quality Work Force Planning Committees or may function in an independent, yet coordinated, manner with these committees. Direct involvement of regional business, industry, and labor representatives is critical to the success of this initiative.

Governor Richards has given the Texas Department of Commerce the lead role for developing a system of employability standards demanded by business and industry through the *Texas Skills Development Program*. When validated, these standards will identify the level of proficiency required of our high school and college students, as well as of youth leaving school to enter the work force. These standards will be available to educational institutions as they are developed.

Tech-Prep associate of applied science degree programs offer a high school graduation plan with the same high quality and standards of a traditional college preparatory plan. These Tech-Prep programs also develop the sophisticated occupational skills required for employment in today's internationally competitive workplace. **Career development counseling in seventh and eighth grades encourages students to begin taking appropriate courses in the ninth grade to prepare for technical courses in the Tech-Prep program.**

This combination of rigorous academic and technical study, beginning in high school and followed by two years study at a community or technical college, results in an associate of applied science degree with an advanced technical skills component that prepares students for Advanced Skills Mastery certification. The Tech-Prep program can be expanded to eight years, enabling students to go on to upper-level university work for a bachelor's degree. Preparatory and support services, coordinated with services provided through the Job Training Partnership Act/Private Industry Council system, are provided throughout the program for students who require assistance.

Tech-Prep AAS degree programs may be developed within four major occupational areas or clusters: industrial and technical (engineering technology; applied science; mechanical, industrial, or practical trades or arts; and agriculture); business/office; health; and personal and protective services (including child development and law enforcement).

Ultimately, Tech-Prep programs will become an integral part of high school and college program offerings throughout Texas.

Minimum Tech-Prep Program Requirements

To be considered a Tech-Prep AAS degree program, the program must provide:

A. A six-year program of study beginning in the ninth grade of high school and leading to an AAS degree with advanced skills from a public community or technical college;

B. A cooperatively-developed (business, industry and labor, secondary and higher education), competency-based technical education curriculum which is non-duplicative and which effectively integrates academic and technical competencies;

C. Graduation plans or programs of study which specify a coherent sequence of technical and college preparatory and college-level general education courses which span secondary and higher education levels;

D. Student competence in critical thinking skills and application of mathematics, science, and communication skills, as well as integration of workplace-transferable technical and academic skills;

E. Student workplace basic skills;

F. Integrated workplace and classroom learning experiences which provide theoretical and applied instruction and practical experience in a business or industry connected with the area of study;

G. Opportunities for advanced technical skills training and/or baccalaureate study;

H. A coordinated delivery system for educational and social preparatory and support services for students, including special population students, to ensure access to program participation and student achievement;

I. A comprehensive career development guidance program for students beginning no later than the seventh grade and continuing throughout the program;

J. A comprehensive and continuous professional development program for secondary and higher education academic and vocational/technical faculty, counselors, other staff, and administrators involved in Tech-Prep programs; and

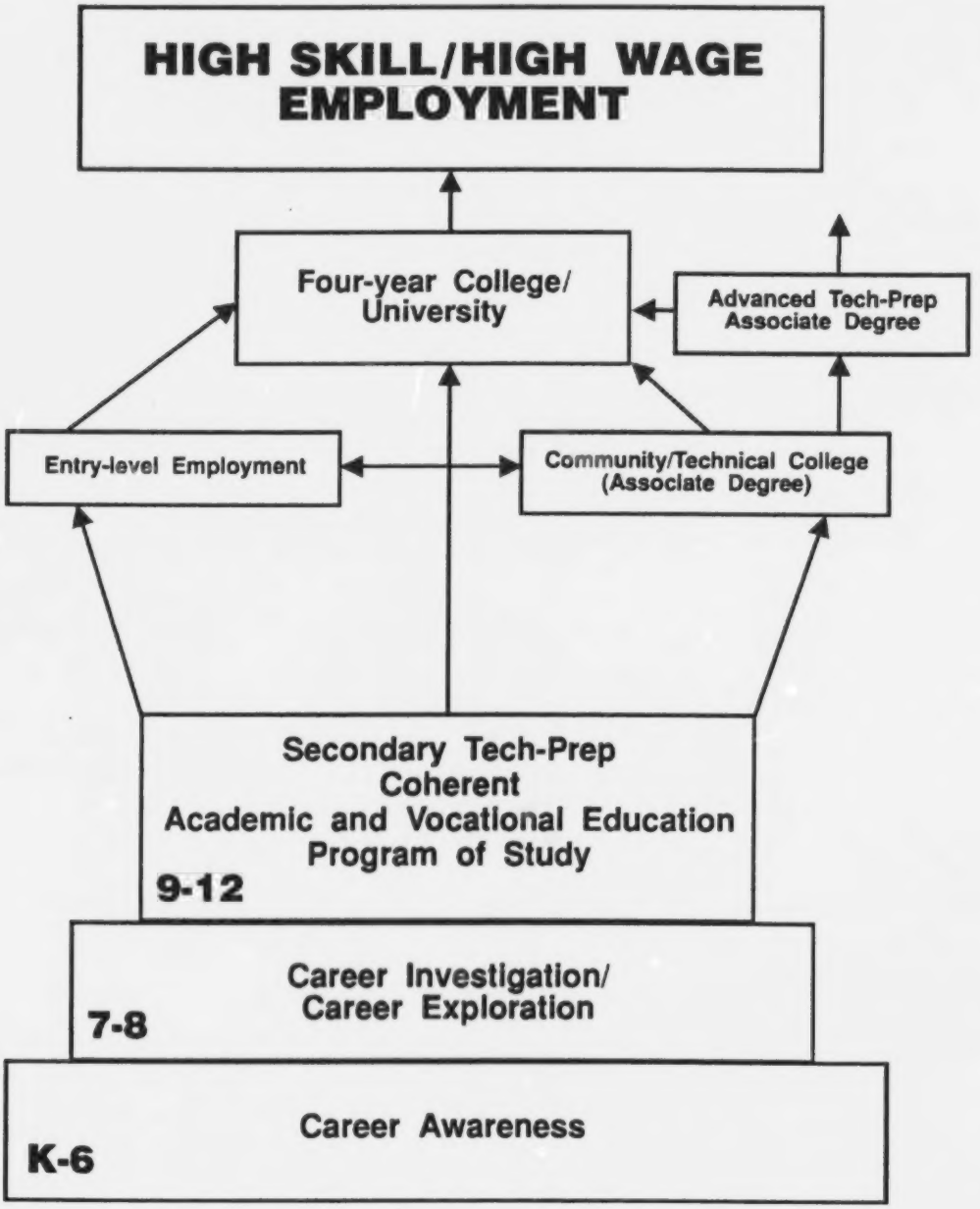
K. A method to identify and follow the progress and outcomes of Tech-Prep students throughout the program.

The Tech-Prep Associate of Applied Science Degree Program Guidelines will help administrators of Texas public independent school districts and public community and technical colleges in designing career-ladder technical preparation (Tech-Prep) programs that fulfill the necessary requirements to receive state recognition and funding for Tech-Prep high school and college programs. Private Industry Councils and Quality Work Force Planning Committees will also benefit from these guidelines. This document addresses the specific requirements currently required for the cooperative development and implementation of these programs and is intended to supplement existing state agency rules and regulations for vocational and technical programs.

This publication is available, free of charge, from:

Texas Education Agency
Division of Vocational and Applied Technology
1701 North Congress
Austin, TX 78701
(512) 463-9446

Tech-Prep Associate Degree Program Model



Career Development and Guidance Resources

This section is divided into three sub-sections:

- Elementary.
- Middle School.
- High School.

The sub-sections are further divided into the following categories:

Classroom Activities—specific learning activities focusing on self-esteem, self-awareness, career awareness, investigation and exploration, and educational and career planning.

Reference Materials—printed publications containing specific information for the counselor and/or students.

Multi-Media Aids—videos, slide/tape presentations, filmstrips/cassettes, and laser disc instructional packages.

Software—instructional software that is developmentally appropriate for use by students.

A Note to the Elementary Counselor

The elementary years are considered a time of curiosity and inquiry. Because many students have not yet formed stereotypical prejudices concerning career choices, this developmental stage is ideal for establishing students' *awareness* of career opportunities. The counselor's role in creating this awareness is accomplished through group guidance activities and by serving as a facilitator and resource by helping teachers:

- Provide classroom activities that enhance students' self-esteem.
- Provide classroom activities that focus on creating and maintaining students' positive attitudes towards work.
- Make learning relevant by relating academic subject matter to how it will be used in the real world.
- Expose children to the world of work through the use of field trips and guest speakers.

The following section provides a listing of classroom activities, reference materials, multi-media aids, and software that are appropriate for use in grades K-6.

Classroom Activities

■ Activities for Children's Dictionary of Occupations

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$12.95 Grades 3-4
$12.95 Grades 5-6
$12.95 Grades 7-8

These blackline masters (20 to a set) present interesting and fun activities that foster development of knowledge and understanding of the world of work.

■ Activities for the Occupational Outlook Handbook

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$15.95 Grades 5-7

Activities provide students with learning experiences that will help them more effectively use the current and future editions of the OOH. Package of ten.

■ At-Risk Students in Elementary Education: Effective Schools for Disadvantaged Learners

Merlyn S. Swanson
Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service
$20

The intent of this book is to prepare educators to make the changes necessary to improve the educational outlook for at-risk students in elementary schools.

■ Becoming A Champion—Kindergarten-Grade 5

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284

Teacher Observation Test—assesses personal skills, communication styles. Package of 25, 1-4 packages each $25; 5-10 packages each $22.50; 11 and over packages each $20

Becoming a Champion Teacher Guide and student Workbook (Bound together in one unit.) Teacher guide is for working with students to help them develop positive self beliefs. Student Workbook is to help students learn skills measured by Teacher Observation Test. $95.

Here's Looking at You Kid—student workbook to develop personality traits that lead to success. $95.

Personal Skills Survey—assesses five skills and identifies early self-perceptions that may lead to drop out. Package of 25, 1-4 packages, each $37.50; 5-10 packages, each $35; 11 and over packages, each $32.50.

Becoming a Champion Personal Success System and Student Workbook—reproducible student guide for making change of attitude, feelings, and behavior. Helps students develop five skills. $75.

Becoming a Champion Teacher's Guide—explains program philosophy and gives insight on skill development. (3-5) $45.

Becoming a Champion Skill Builders and Activity Guide—gives activities for small group practice. Reproducible. $75.

Winning Colors Personality Identifier—set of four-color cards to quickly determine personality style of student, 20 sets per package. 20 sets $200.

Winning Colors Teacher Power Pack—materials for teacher to use to initiate change. Reproducible. (3-5) $75.

Becoming a Champion Mentor Guide—helps mentor lead students through personal change. Reproducible. $95.

■ Career Classroom Activities

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$18

Designed for elementary shool teachers, contains photoready copies of lesson plans, worksheets, etc.

Notes

Notes

■ Career Education Classroom Activities

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$21

Contains ready-made teacher/counselor classroom activities which address Education for Employment and the career development needs of persons with disabilities.

■ Career Exploration Workbook

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$11.85 Set of 30

Helps students develop career awareness. Intended for middle and elementary students, the workbook contains many exercises and activities.

■ Careers I Know

Paula Testerman
MAR*CO Products, Inc., PO Box 1052, Doylestown, PA 18901, Customer Service (215)345-6922, 1-800-448-2197
$7.95

Grade Levels: 3-8
This exciting bingo-type game turns understanding careers into a fun and easy activity. Students identify 36 different careers from pictures on their game boards.

■ Comprehensive Guidance Kits

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$80. Elementary (K-6) Guidance Kit

Has approximately 250-300 guidance learning activities.

■ Developing Understanding of Self and Others

Don Dinkmeyer, Sr. and Don Dinkmeyer, Jr.
American Guidance Service, 4201 Woodland Rd.,PO Box 99, Circle Pines, MN 55014-1796, 1-800-328-2560

$295 DUSO-1 Kindergarten—Grade 2
$189 DUSO-2 Grades 3-4
$430 Both kits

With DUSO, children begin to look to themselves to make decisions that affect their everyday lives. They learn about feelings—theirs and others'. And with the encouragement of delightful puppets and storybook characters, they also learn to listen reflectively...interact more positively...deal with conflict...and choose appropriate solutions to problems. All this, plus three units of fun-to-do activities—enough for the entire school year—fit right into your daily lessons.

DUSO-1 Kindergarten—Grade 2. Younger children learn how to: practice social skills; become aware of feeling, priorities, and choices; develop a positive self-image and an apprieciation of individual strengths. Materials include: Teacher's Guide; 3 storybooks—includes 2 lap-easel books and a total of 47 stories; puppets—2 animal and 4 people puppets; 84 Activity Cards; 4 audiocassettes—with 10 delightful songs, 36 recorded, and communication activities. Plus—Group Discussion Cards; Blackline Masters to create activity sheets for home and school use; chart of curriculum-related activities.

DUSO-2 Grades 3-4. Stories, discussions, and activities that provide : a greater understanding of feelings; opportunities to choose solutions, suggest alternatives, and predict and understand consequences; ways to build communication and decision-making skills. Materials include: Teacher's Guide; 84 Activity Cards—Career and Role-Playing Cards to stimulate thought on goal setting and problem solving; 42 Discussion Pictures; 18 Communication Activity Cards; 5 Discussion Guide Cards. 3 Audiocassettes—with 11 dramatized stories, communication activities, and 9 songs. Plus—Duso the Dolphin puppet, Blackline Masters to create activity sheets for home and school use, chart of curriculum-related activities.

■ Developmental Guidance Classroom Activities

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-

442-4612
$21

The set provides ready-made teacher/counselor classroom or group guidance activities which are correlated to the NOICC Developmental Guidance Model.

■ Developmental Guidance Classroom and Small Group Activity Guides

Vocational Studies Center, University of Wisconsin-Madison, Publications Unit, Department AI, 1025 W. Johnson Street, Room 964, Madison, WI 53706, (608) 263-2929.
$30 for K-3, $30 for 4-6 grade level.

The Developmental Guidance Classroom and Small Group Activity guides provide ready-made teacher/counselor classroom or group guidance activities correlated to the National Career Development Guidelines.

■ Education for Employment Classroom Activities

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$21

Provides ready-made teacher/counselor classroom activities for use at each grade level to address the requirements of Education for Employment standards.

■ Esteem Builders: Curriculum Guide K-8

Michele Borba
ERIC/CAPS, 2108 School of Education, The University of Michigan, Ann Arbor, MI 48109-1259, (313)764-9492
$39.95

Over 250 activities that address all subject areas and grade levels and are cross correlated. Provides all that is needed to build a 10-month curriculum with daily esteem building lessons.

■ Explore the World of Work (E-WOW)

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$12.50 Folders (set of 25, 50 cents each)

Explore the World of Work is designed for 3rd to 6th grade students. By completing the activities, the student will accomplish the following: rate 36 graphics based on interests; match job activities with job groups; select preferred jobs within job groups; explore one job title by following an exploration process outlined in the folder.

■ Insights: A Self and Career Awareness Program for the Elementary Grades

Interchoice Publishing Co., PO Box 2476, Spring Valley, CA 91979
$24.95 Grades K-6.

Insights takes the core curriculum of basic skills and makes it relevant to today's workplace. It integrates academic and vocational education, making both meaningful to children. Insights begins this task in kindergarten through sixth grade by developing students' self-esteem, skills for interacting with others, decision-making skills, knowledge of the value of work, and exposure to careers and technology. Over one-hundred activities address specific objectives in three major areas: Self-Knowledge; Educational/Vocational Development; Career Planning and Exploration.

■ Job Box Worksheets

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$12.90

Follow-up activity sheets for use with Job Box helps students match their own interests and preferences to individual job requirements. Help students broaden their knowledge of potential job markets by using job simulations, games, quizzes, etc. Includes 56 reproducible worksheets.

■ Job Jungle

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-

Notes

Notes

800-525-5626
$4.95 each Booklet
$98.25 Booklet (set of 25)
$9.95 Classroom Activities (20), Blackline Masters
Grades 2-4

Job Jungle consists of reusable storybooks and duplicable class activities. Animals portray creative workers in each of 12 stories that feature casts of working animals who carry out the job activities found within the 12 job groups of the GOE classification. The animal-workers engage in dialogue and are artistically portrayed in the reusable 32-page storybook.

The 20 duplicable classroom activities that accompany the reusable storybook include word search, crossword puzzles, math problems, dot-to-dot activities, spelling, and other interesting activities.

■ JOB-O E (Elementary)

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$1.65 Booklet

JOB-O E has reusable, inexpensive, self-administered booklets that contain job information and assessment questions and consumable answer folders on which the student completes the career awareness activities.

■ K-3, 4-6, 7-8 Handbooks

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$13.25/set

These handbooks provide direction to educators for integrating occupational information with the academic subjects of social studies, language arts, mathematics, and science.

■ Karl's 101 Handy Handouts

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$48.95 each, Order 6 or more $39 each

Create an avalanche of sparkling new ideas to increase student motivation and involvement. Comes in a 3-ring binder with over 220 pages of cleverly designed handouts, excercises, activities and complete how-to lesson plans. Each handout is reproducible and can be mede into unique and eye-catching overhead transparencies to add pizazz to your lesson.

■ Looking at MySELF

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$2.00 each Form Booklet
$43.75 Form I (set of 25 booklets; $1.75 each)
$59.95 IBM Software, Form I LAM, Apple Software, Form I LAM
Grade level: 3-6

Looking at MySELF has these features: consumable 20-page booklets that are worked in and kept by the students as a diary; five modules of content—self-esteem, communications, values, decision-making, and goal-setting.

■ Me and My Job

Arden Martenz
MAR*CO Products, Inc., PO Box 1052, Doylestown, PA 18901, Customer Service (215)345-6922, 1-800-448-2197
$7.95
Grade Levels: 2-4

A reproducible workbook on career education for classroom use. Develops the concept that being a student is an important and meaningful job.

■ Project Self-Esteem—K-6

Sandy McDaniel and Peggy Bielen
ERIC/CAPS, 2108 School of Education, The University of Michigan, Ann Arbor, MI 48109-1259, (313)764-9492
$39 Revised and Expanded

A classroom program designed to raise self-esteem which has been proven effective in over 200 schools and with over 40,000 participants. 400 pp.

■ Rappin' Up Careers

Ken Smith and Arden Martenz
MAR*CO Products, Inc., PO Box 1052, Doylestown, PA 18901, Customer Service (215)345-6922, 1-800-448-2197
$19.95
Grade Levels: 3-8

Turn students "on" to career awareness with thirteen exciting career raps from the

different career clusters. Includes: soldier, teacher, salesperson, rock star, manager, baseball player, carpenter, doctor, farmer, pilot, domestic engineer, chef, and one rap that students can write original words to. Includes 2 cassette tapes, lyrics, and a reproducible activity book.

■ Self-Esteem in the Classroom: A Curriculum Guide (1-12)

Jack Canfield
ERIC/CAPS, 2108 School of Education, The University of Michigan, Ann Arbor, MI 48109-1259, (313)764-9492
$65

Provides over 200 tested activities for all grade levels. A highly practical and well received guide useful for group and classroom settings by one of the pioneers in the field. (Self Esteem Seminars) 379 pp.

■ Self-Esteem Storybook/Video Series

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
Kindergarten to 4th grade
$79.95 each title (save $32 and order set of 5)

Each contains a teacher's guide and activity sheets. Videos run approximately 15 minutes. Titles: (1) Killers Song—Being the Best You Can Be (2) Minou—Standing On Your Own (3) My Way Sally—Learning to be a Leader (4) Time for Horatio—Values: Mental and Emotional (5) Tonia the Tree—Growing is Changing.

■ Thinking, Feeling, Behaving: An Emotional Education Curriculum for Children and Adolescents

Ann Vernon
American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$29.95 regular price
$25.95 member price

This comprehensive guide of ready-to-use programs includes step-by-step activities to help children and adolescents learn to cope effectively with the emotional challenges of growing up in today's society. There are exercises for improving self-acceptance; understanding and coping with feelings, negative beliefs and behavior; and games for improving problem-solving/decision-making skills. 251pp.

■ Toward Affective Development

Dupont, Gardner, and Brody
American Guidance Service, 4201 Woodland Rd.,PO Box 99, Circle Pines, MN 55014-1796, 1-800-328-2560
$299.95 TAD Complete Program

TAD's 191 lessons are organized into five sections: Reaching In and Reaching Out—encouraging creativity, cooperation, and friendship; Your Feelings and Mine; Working Together; Me: Today and Tomorrow—learning about personal strengths and career fields; Feeling, Thinking, and Doing—resolving interpersonal conflicts.

■ Work Windows

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$23.95 Duplicable Art Masters

Work Windows consists of six hands-on career-related activities that teach elementary students positive work habits and reinforce basic career skills. Recommended use: 3rd to 6th grade students, special education students to the 8th grade.

■ The World of Work

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$34.95

The Student Textbook introduces students to important concepts such as time, punctuality, wages, and appropriate work attitudes and behavior. A brief overview is given for such occupations as library aide, teacher aide, custodial helper, office worker, and other jobs found in a typical school setting. Reproducible worksheets provide paper and pencil activities such as fill-in-the-blank, word match and word completion exercises, multiple-choice questions, and puzzles. Worksheets focus on vocabulary related to the workplace. With the Teacher's Guide you re-

Notes

Notes

ceive comprehensive information on how to set up an in-school career education program along with many helpful hints and suggestions.

Reference Material

■ The Best for Our Kids: Exemplary Elementary Guidance and Counseling Programs

Martin Gerstein and Marilyn Lichtman
ERIC/CAPS, 2108 School of Education, The University of Michigan, Ann Arbor, MI 48109-1259, (313)764-9492
$15.95

An in-depth look at 10 model elementary guidance programs judged exemplary by an independent evaluation team. Provides highly practical strategies and information. (ASCA) 138 pp.

■ The Career Box

Ready Reference Press, PO Box 5249, Santa Monica, CA 90409, 1-800-424-5627
A companion to *The Job Box*, featuring occupations that require skills at approximately grades 4-6. Includes 56 booklets with a Teacher's Guide.
$129.50

■ Children's Dictionary of Occupations

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$12

This dictionary is an illustrated reference that introduces students to work and the variety of jobs available. Acts as a map for planning possible future routes down the career path.

■ The Elementary Guidance Connection

Joyce D. Jensen & Joy N. Humphrey
Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service.
$25.25

Includes enrichment and classroom activities designed for elementary group guidance.

■ Elementary School: Counseling—a Blueprint for Today and Tomorrow

John E. Worzbyt and Kathleen O'Rourke
ERIC/CAPS, 2108 School of Education, The University of Michigan, Ann Arbor, MI 48109-1259, (313)764-9492
$23.95

Winner of the 1990 ASCA Professional Recognition Award! Provides detailed and highly useful information on planning, organizing, activating, and controlling elementary school counseling programs. 436 pp.

■ Elementary School Counseling in a Changing World

Gerler, Ciechalski, and Parker, Editors
ERIC/CAPS, 2108 School of Education, The University of Michigan, Ann Arbor, MI 48109-1259, (313)764-9492
$26.95

This book, developed collaboratively with ASCA, is a collection of the best articles published in counseling journals during the 1980s, providing elementary specialists with an abundance of eye-opening, innovative approaches and useful information as they seek the surest methods for guiding young students. 398 pp.

■ Elementary School Guidance and Counseling

Edwin R. Gerler Jr., Editor
American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$30 per year subscription

Journal published quarterly.

■ Exploratory Careers Kit

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$298

The Exploratory Careers Kit is an excellent basic career information source. The completeness and simplicity of this kit make it an ideal source for following up interest inventory test results and classroom career exploration assignments. Contains all 167 briefs, all 341 summaries, and all 90 job guides.

■ Foundations for the Future

ACE Distribution Service, Fairchild Hall, Rm 304, Kansas State University, Manhattan, KS 66506 (913)532-6540
$52 Workshop, VHS, Shipping included

An innovative career development video workshop for elementary and high school teachers, counselors, administrators, parents, and business community representatives.

■ Free Things for Teachers

Susan Osborn
American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$8.95

Everyone likes to get something for nothing, and here's the book to show you how. It's a one-stop resource for anyone involved in working with elementary school children. 127 pp.

■ Implementing Career Education at the Elementary School Level

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$8.05 Instructor

Resource to aid elementary school teachers infuse career education into the "Core Competencies/Key Skills" curriculum, the "Missouri Comprehensive Guidance Program", and the "Life Centered Career Education" curriculum.

■ The Job Box

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624

The Job Box contains 56 photo-illustrated booklets describing entry-level jobs that can be successfully performed by persons reading at the second to third grade level. Includes 56 booklets and teacher's guide in an attractive box.

■ Total Quality Counseling: a Comprehensive Manual for Elementary/Middle School Counselors

David Burgess
Mar*Co Products, Inc., PO Box 1052, Doylestown, PA 18901, customer service (215) 345-6922, orders 1-800-448-2197
$19.95

Everything you ever wanted to know about counseling. A complete guide to developmental counseling. Includes: the counselor's role; organizing individual, group, and classroom programs; career education; consultation, evaluation, and public relations. Includes over 50 reproducible forms.

■ Wishcraft: How to Get What You Really Want

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$7.95

This classic provides a step-by-step plan for teachers and guidance counselors to help a student pinpoint goals and make his or her dreams come true.

Multi-Media Aids

■ Bread and Butterflies

Agency for Instructional Technology, Box A, Bloomington, IN 47402-0120, 1-800-457-4509
$125 per program
$1,495 for set of 15 programs
$525 for Video Kit

Notes

Notes

In programs that present situations from the child's perspective, Bread and Butterflies gives children a clearer understanding of successful work behavior and the connections between school and the real world.

■ Harriet's Magic Hats

Agency for Instructional Technology, Box A, Bloomington, IN 47402-0120, 1-800-457-4509
$135 per module for modules 1, 2, 3, and 5
$165 per module for modules 4, 6, 7, 8, and 9
Discount for purchase of all modules

Through the adventures made possible by Aunt Harriet's curious collection of hats, her four young nieces are able to meet adults and learn about their professions. Individual programs in Harriet's Magic Hats also relate to other subjects, including science, mathematics, health, safety, creative arts, and physical education. The programs are arranged in modules, nine of which are centered on an occupational area: community service, food services, entertainment, and industry and transportation.

■ Metoo Career Choices

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$179 (Puppet Kit and Video)

Metoo Career Choices provides an innovative option to develop career awareness in lower elementary level students. The kit includes a puppet, clothes, badges representative of many occupations, scripts, and a video on how to use the puppet. The puppet and scripts are gender-neutral and encourage all students to become aware of careers.

■ Pathways

ACE Distribution Service, Fairchild Hall, Rm 304, Kansas State University, Manhattan, KS 66506 (913)532-6540
$53 includes shipping

Watch as Professor Horace (a puppet) and William Tell (talking computer) tell your 4th through 6th graders about these 14 career clusters. Use the curriculum guide and the videotape to enhance your comprehensive career development program. Includes one 45-min VHS videotape plus curriculum guide.

■ Picking Your Path

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$39

This video is designed for elementary school students in grades 2 through 3. This lively presentation is done in a children's format featuring interaction between children, a talking computer, and a professor as they explore occupations in four groups with 3-4 occupational areas described in each group.

■ Self-Esteem Storybook/Video Series

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
Kindergarten to 4th grade
$79.95 each title (save $32 and order set of 5)

Each contains a teacher's guide and activity sheets. Videos run approximately 15 minutes. Titles: (1) Killers Song—Being the Best You Can Be (2) Minou—Standing On Your Own (3) My Way Sally—Learning to be a Leader (4) Time for Horatio—Values: Mental and Emotional (5) Tonia the Tree—Growing is Changing.

Software

■ Career Finder

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$249 Disk and Manual (Apple IIe, IBM)

Designed to meet the needs of people with low career maturity and low reading skills—people who have little awareness of their career planning needs, either because they are young (10 to 18 years old) or are not introspective. Eighteen simple easy-to-answer questions are asked at the 5th grade reading level. The data bank lists over 400 occupations representing all levels of experience, education, salary, and outlook.

■ Careers of the Future

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$79 Apple (call for information on disk size) or IBM

Careers of the Future uses a futuristic format to introduce the student to the high demand careers that will emerge within the next 50 years. Students may access more than 200 high demand future careers based on the latest research. A state-of-the-art counseling package that uses graphics, animation, and imagination to hold student interest. Contents: Two diskettes and manual.

■ Elementary Careers

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$199 Apple II Family, 5.25" only

Great career awareness tool for 3rd to 6th grades! Students take a walk through Careerville and learn about careers. This fun, interactive, computerized program introduces the concepts of occupational clustering and career choices to younger students. Includes: 3 disk program, Curriculum Guide, and 100 worksheets.

■ E-WOW Computer Program

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$89.95 Apple IId

Explore the World of Work excites and informs 4th through 6th graders and special ed students. It works well with people of all ages. A series of 36 graphics allow the student to rate work activities from this assessment. A bar graph and printout indicate job cluster preferences culminated by a choice of one job for future exploration. Reading level 4th grade.

■ Looking at MySELF

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$2.00 each Form Booklet
$43.75 Form I (set of 25 booklets; $1.75 each)
$59.95 IBM Software, Form I LAM
$59.95 Apple Software, Form I LAM

Grade level: 3-6

Looking at MySELF has these features: Consumable 20-page booklets that are worked in and kept by the students as a diary and five modules of content: self-esteem, communications, values, decision-making, and goal-setting.

■ Technology in the World of Work

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$125 License Fee
$25 Master Cost
$3 Label Cost

This is a graphics-oriented software program which assists elementary students in becoming familiar with technological skills required for various types of jobs. The program provides a realistic and interactive environment for exploring technology in the work place.

Notes

A Note to the Middle School Counselor

By the end of eighth grade, students are required to make decisions regarding the selection of courses in high school. Therefore, it is imperative that students are presented, in a systematic manner, additional career and educational information and given opportunities to appraise their personal interests, aptitudes, values, and abilities in relation to the world of work.

The following section provides a listing of classroom activities, reference materials, multi-media aids, and software appropriate for use by students in grades 7 and 8.

Classroom Activities

■ Activities for Children's Dictionary of Occupations

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626

These blackline masters (20 to a set) present interesting and fun activities that foster development of knowledge and understanding of the world of work.

■ Activities for Individualized Career Exploration

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$17.95 Package of 10

Activities provide a career exploration unit for group or individual use.

■ Activities for the Occupational Outlook Handbook

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$15.95 Grades 5-7
$15.95 Grades 8-9

Activities provide students with learning experiences that will help them more effectively use the current and future editions of the OOH. Package of ten.

■ Basic Skills Applications in Career Investigation

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$16

This manual includes over 50 hands-on activities which allow students to apply mathematics, science, communications, social studies, and employability skills to over 75 career opportunities.

■ Becoming A Champion —Grades 6-12

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284

Personal Skills Survey, package of 25, 1-4 packages each $37.50; 5-10 packages, each $35; 11 and over packages, each $32.50

Personal Skills Map—identifies students needing to make change, then used with those students for in-depth look at problems, package of 10, 1-4 packages, each $50; 5-10 packages, each $47.50; 11 and over packages, each $45

Interpretive Guide—gives teacher interpretation of 14 scales of Personal Skills Map, free.

Becoming a Champion Teacher's Guide, reproducible, $95

Becoming a Champion Personal Success System and Student Workbook, reproducible, $95

Becoming a Champion Skill Builders and Activity Guide Booklets—reproducible for each student, provides 9 to 16 page booklet for eleven skills measured by Personal Skills Map, $95

Winning Colors Personality Identifier, set of four color cards, 20 sets per package, $200

Winning Colors Teacher Power Pack, reproducible, $95

Becoming a Champion Mentor Guide, reproducible, $95

■ Breadwinners

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$10 Copy Masters

Breadwinners is a program of 34 copy masters for preparing the student to enter a vocational program.

Notes

Notes

■ Career and Life Skills Series

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$6.50 Knowing Yourself—Learning About Skills, Values, and Planning Your Life
$6.50 Making Decisions—Learning To Take Control of Your Life
$6.50 Your Career—Thinking About Jobs and Careers
$6.50 Career Preparation—Getting the Most From Training and Education

These workbooks provide useful and specific career and life planning techniques through the use of interesting narrative, a variety of checklists, and other interactive exercises.

■ Career Box Worksheets

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$12.90

Reproducible activity sheets for use with Career Box help students match interests and preferences with careers. Includes a wide variety of activities, exercises, simulations, games, quizzes, etc. in one book of reproducible worksheets.

■ Career Classroom Activities

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$18

Designed for middle/junior high school teachers, it contains photoready copies of lesson plans, worksheets, etc.

■ Career Development Workbook

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$11.85 Set of 30

Contains ready-to-use student activities based on the Wisconsin Developmental Guidance Model (WDGM) career and vocational competencies.

■ Career Education Classroom Activities

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$21

Contains ready-made teacher/counselor classroom activities which address Education for Employment and the career development needs of persons with disabilities.

■ Career Exploration Activities Booklet

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$17.75 Package of 10

This 48-page activity booklet will help students explore the many facets to be considered in examining occupations.

■ Career Exploration Kit

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$17.50 Kit
Grade level: 6 to 8

Your students explore and experience a variety of careers by participating in individual and group projects included in the Career Exploration Kit. These activities, which approximate actual working situations, will guide the student toward discovering a career which is both creative and productive.

■ Career Exploration Tool, You Can Be What You Want To Be

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$9 set of 25 ($11 for Non-Members)

AVA's popular "career quiz" is the perfect tool to help students narrow their fields of interest before deciding which course of study to follow. Lively tabloid format is easy to use. Sold in sets of 25 and 100.

■ Career Investigation Curriculum Guide

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$18

Daily lesson plans, lesson task analyses, special needs modification, and references and resources used in career guidance.

■ Career Key

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$15.95 Package of 10 booklets and 1 manual

Career Key is designed to help youth and adults become more self-reliant and competent in their career exploration and decision making.

■ Career Orientation Planning Profile (COPP)

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$65 School starter set for 30 students
$30 Class review set

Builds self-esteem/self-awarencss and provides assurance that instruction is tied to career choice. Enhances understanding of each student, brings counselors into the curriculum, enhances student motivation, provides state and local profiles of student interests, self-assessments, and work experiences and helps build partnerships between schools and employers. School starter set, classroom review set and forms.

■ Career Opportunities Instructional Guide

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$30 Teacher's Guide
$12 Student Manual ($9 Order 6 or more)
$12 Spanish Translation ($9 Order 6 or more)

Units include how to locate information about occupations, orientation to the occupational clusters, a supplemental activities section for use with all cluster units—agribusiness and natural resources, business and office, communications and media, construction, consumer and homemaking, environment, fine arts and humanities, health, hospitality and recreation, manufacturing, marine science, marketing and distribution, personal services, public services, and transportation.

■ Career Planning Workbook: From Astronaut to Zoologist

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$12.50

The workbook emphasizes the need to plan for the future. Activities explore the concepts of family and career, women and the world of work, etc.

■ Career Targets: A Career Exploration and Educational Planning Guide

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$1.95 each booklet
$19.50 package of 10

An assessment and activities consumable booklet designed for grades 6-10. The three-part program includes a self-administered, self-scored assessment; career exploration through clusters; educational awareness culminating in a high school plan. Teacher's Guide with lesson plans available.

■ Career Targets Teacher's Guide

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$13.95 plus 5% shipping and handling

The Teacher's Guide contains an overview of the program and complete lesson plans for each page of the program including goals, suggested activities, and summary concepts. It also includes a section on supplemental activities for use in academic classrooms such as home economics, math, social studies, etc.

Notes

Notes

■ Careers I Know

Paula Testerman
MAR*CO Products, Inc., PO Box 1052, Doylestown, PA 18901, Customer Service (215) 345-6922, 1-800-448-2197
$7.95
Grade Levels: 3-8

This exciting bingo-type game turns understanding careers into a fun and easy activity. Students identify 36 different careers from pictures on their game boards.

■ Children's Dictionary of Occupational Activities

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$12 each set

The dictionary contains masters that can be copied and used in class or as assigned career homework. Separate activity masters for grades 3-4, 5-6, and 7-8.

■ Comprehensive Guidance Kits

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$80 Middle School (6-9) Guidance Kit

Contains an operations manual that covers structural and programmatic components, implementation steps, how to involve others, and personnel and program evaluation procedures. Has approximately 250-300 guidance learning activities.

■ COPSystem Comprehensive Career Guidebook

EdITS, PO Box 7234, San Diego, CA 92167, (619) 222-1666
$136.50 Guidebooks, package of 25

The Guidebook is designed to provide in depth interpretation of the COPSystem inventory scores and create better student self awareness in terms of interests, abilities, values, study habits, and knowledge of the local job market. It may be used in a career course lasting a few weeks and utilizing the COPS Interest Inventory, the CAPS Ability Battery, the COPES Work Values and the SAMS Study Attitudes and Methods Survey or any combination of two or three instruments.

■ Deciding: A Leader's Guide

Gelatt, Varenhorst, and Carey
The College Board, 45 Columbus Ave., New York, NY 10023-6992, (212) 713-8165
$6.

For junior high school and high school students, this three-part course shows how values, information, and strategy play a part in making decisions about life and personal problems. A variety of student exercises are included. 100 pp.

■ Decision Making and Problem Solving: The Process Approach

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284.
$99.95 Reproducible package-one Student's Edition, one Teacher's Edition.

Helps students make decisions, then turn them into action plans. The text is easy to understand—sixth grade (Fry) reading index. Includes Teacher's Edition with objectives, teaching strategies/lessons, suggested answers, information on how to use with students in special need. Meets guidelines for state-mandated curricula directed toward making, managing decisions.

■ Developmental Guidance Classroom Activities

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$21 each set

Provides ready-made teacher/counselor classroom or group guidance activities which are correlated to the NOICC Developmental Guidance Model.

■ Developmental Guidance Classroom and Small Group Activity Guides

Vocational Studies Center, University of Wisconsin-Madison, Publications Unit, Department AI, 1025 W. Johnson Street, Room 964, Madison, WI 53706, (608) 263-2929
$30 for 4-6 grade level
$30 for 7-9 grade level

The Developmental Guidance Classroom and Small Group Activity guides provide ready-made teacher/counselor classroom or group guidance activities correlated to the National Career Development Guidelines.

■ Economic and Societal Factors Instructional Guide

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$30 Teacher's Guide
$11 Student Manual ($8 Order 6 or more)
$11 Spanish Translation ($8 Order 6 or more)

Units cover job acquisition, on-the-job relations, communications, understanding the paycheck, personal money management, completing government-regulated work tasks, laws affecting you as a worker, changing jobs, and free enterprise.

■ Education for Employment Classroom Activities

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$21

Provides ready-made teacher/counselor classroom activities for use at each grade level to address the requirements of Education for Employment standards.

■ Educational and Career Planning Instructional Guide

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$18 Teacher's Guide
$9 Student Manual, ($6 Order 6 or more)
$9 Spanish Translation, ($6 Order 6 or more)

Units include goals, decision-making, a look at the future, making career plans, exploring the high school curriculum, making a tentative four-year schedule, and education/training alternatives after high school.

■ Esteem Builders: A K-8 Self-Esteem Curriculum for Improving Student Achievement, Behavior, and School Climate

American Guidance Service, 4201 Woodland Rd., PO Box 99, Circle Pines, MN 55014-1796, 1-800-328-2560
$42

This helpful guide shows teachers how they can invite students to see themselves as capable human beings. Includes over 250 activities for teaching self-esteem in a sequential framework...at all grade levels K-8 and in all curriculum areas. 480 pp.

■ Exploring Career Worlds

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$19.95 Package of 10

Exploring is an activity book that helps students learn more about themselves and the world of work. It includes 24 activity pages within three parts.

■ I Am Already Successful: Getting Motivated, Being Me

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903)

Notes

Notes

886-5624
$12 Instructor's Manual
$6 Workbook

Increase your student's self-esteem, confidence and motivation with this workbook. It will help to build concrete verbal and written communication, planning, organizing, cooperation, and goal setting skills.

■ Improve Your Grades

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$9.95

Bautista offers a passport to school and career achievements, with specific practical details about: Intelligence and the Human Brain; Effective Study Techniques; Test-Taking Strategies; Success Systems that Work; Case Histories.

■ Job Box Worksheets

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$12.90

Follow-up activity sheet masters created to help students increase their understanding of the workplace and of themselves.

■ Job Market

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$48 ($53 for Non-Members) set of 100

This handy eight-page tabloid is packed with information on today's emerging careers and tips for getting into fields with the greatest potential employment.

■ Karl's 101 Handy Handouts

Educational Development & Training Center, East Texas State Univ., Commerce, TX 75429 1-800-356-EDTC
$48.95 each, Order 6 or more $39 each

Create an avalanche of sparkling new ideas to increase student motivation and involvement. Comes in a 3-ring binder with over 220 pages of cleverly designed handouts, excercises, activities, and complete how-to lesson plans. Each handout is reproducible and can be made into unique and eye-catching overhead transparencies to add pizazz to your lesson.

■ Me and My Job

MAR*CO Products, Inc., PO Box 1052, Doylestown, PA 18901, Customer Service (215) 345-6922, 1-800-448-2197
$7.95

A reproducible workbook on career education for classroom use. Develops the concept that being a student is an important and meaningful job.

■ Planning Your Future: What About Tomorrow?

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$1.95 each
$17.95 Package of 10

A 16-page Job World booklet which stresses the need to establish life and employment goals.

■ PREP

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$11.85 Set of 30

Prep is a workbook designed to help student/clients develop an understanding of themselves and the world of work.

■ Rappin' Up Careers

MAR*CO Products, Inc., PO Box 1052, Doylestown, PA 18901, Customer Service (215) 345-6922, 1-800-448-2197
$19.95
Grade Levels: 3-8

Turn students "on" to career awareness with thirteen exciting career raps from the different career clusters. Includes: soldier, teacher, salesperson, rock star, manager, baseball player, carpenter, doctor, farmer, pilot, domestic engineer, chef, and one rap that students can write original words to. Includes 2 cassette tapes, lyrics, and a reproducible activity book.

■ Reasoning Skill on the Job

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-

726-0441
$895. Print—Complete System: All 12 career clusters and 7 Remediation Units, Teacher Guides with Answer Sheets, more. $1,995. Apple II 5.25 or IBM 5.25 or 3.5 Covers all 12 career clusters and 7 Remediation Units, more.

Perhaps no other workplace basic skill is an important as the ability to use one's head to solve work-related problems. This program diagnoses and then remediates critical thinking and reasoning skill deficiencies.

■ Resource Guide to Health Careers

Douglas L. Steele
Texas Agricultural Extension Service, Texas A & M University System, College Station, Texas 77843
$10

Developed by the Texas Agricultural Extension Service with funding provided by the Health Education Training Centers Alliance of Texas.

(I) Health Careers Information—a profile of 16 health career clusters and 64 selected health careers.

(II) Health Careers Resource Library and Bibliography—contains information on health related materials (video and print media) available for loan through the resource library. Also has order information and annotations on materials reveiwed but not currently available for loan.

(III) Appendixes—provides support materials, including Health Career Associations, and personal inventory test instruments order information. 190 pp., 3 hole punched, loose-leaf.

For further information contact:
Douglas L. Steele, PhD
Assistant Professor,
4-H and Youth Development Specialist
Phone (409) 845-6800 FAX (409) 845-6501

To order the guide, make checks payable to Texas 4-H Foundation:
Health Career Resource Guide
Attention: Douglas L. Steele
809 University Drive East, Suites D & E
College Station, TX 77843-2473

■ SEEK

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$124.99

Motivate middle and junior high school students with SEEK. Students assess their own interests, then explore compatibilities with job duties, working conditions, education, personal traits, and earnings. Included in the kit: Set of 300+ job profiles, 30 Student Activity Booklets, Teacher's Guide; Profiles arranged alphabetically with dividers in a box; Easy to read; Cross-references to D.O.T., G.O.E., Dewey, Chronicle codes.

■ Self-Appraisal

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$14 Teacher's Guide
$8 Student Manual ($5 Order 6 or more)
$8 Spanish Translation ($5 Order 6 or more)

Units include understanding yourself, attitudes, interests, abilities, aptitudes, leadership, and coping with change.

■ Self-Esteem in the Classroom: A Curriculum Guide (1-12)

Jack Canfield
ERIC/CAPS, 2108 School of Education, The University of Michigan, Ann Arbor, MI 48109-1259, (313) 764-9492
$65

Provides over 200 tested activities for all grade levels. A highly practical and well received guide useful for group and classroom settings by one of the pioneers in the field. (Self Esteem Seminars) 379 pp.

■ Student Entrepreneur's Guide

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$12.95

This book is a basic "how to" guide for students who are interested in starting their own part-time small businesses.

Notes

Notes

■ Thinking, Feeling, Behaving: An Emotional Education Curriculum for Children and Adolescents

American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$29.95 regular price
$25.95 member price

This comprehensive guide of ready-to-use programs includes step-by-step activities to help children and adolescents learn to cope effectively with the emotional challenges of growing up in today's society. There are exercises for improving self-acceptance; understanding and coping with feelings, negative beliefs and behavior; and games for improving problem-solving/decision-making skills. 243 pp.

■ Transition

American Guidance Service, 4201 Woodland Rd., PO Box 99, Circle Pines, MN 55014-1796, 1-800-328-2560
$299.95

During early adolescence, children face difficult physical, psychological, and emotional changes. Transition helps you support your students' efforts to cope with these changes. It deals with issues such as: respecting yourself; getting along with adults and peers; feeling successful as learners; making decisions about school, career, and family; developing a personal value system.

Materials included: 5 Teacher's Manuals—one for each unit; 6 Audiocassettes; Duplicating Masters; 8 Script Booklets; 88 Full-Color Posters; 28 Illustrations—depict expressions, postures, and gestures; Discussion Cards; 48 "Feeling Word" Cards; Chart.

■ Winning the Career Game

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$38 each set High School Version
$38 each 3rd Grade Reading Level—Easy Reader

This "Game" helps students become aware of job titles found in the work force and identify what people do in those jobs. Question cards for 160 different job titles use human and student-oriented language.

■ Work Activities Interest Checklist

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$14 package of 30

This assessment will help users identify their interests in ten types of activities, rate them, and use the ratings in selecting work activities (related to the 66 Worker Trait Group numbers).

■ Work Behavior Training Program

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$240, Price includes 50 folders, 34 full-color posters, Instructor's Guide and 34 Instructional Cards.

Prepares your students for the work place, and helps them learn appropriate work skills, recognizes both potential and real problems, develops self-evaluation and self-guidance through step-by-step training, experience success—not failure.

■ Work Situations Temperament Checklist

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$14 package of 30

Career satisfaction and/or successful job performance involves more than knowledge and skills and liking what you do. As a worker, you must be willing to adapt to or cope with many kinds of job situations.

Reference Material

■ America's 50 Fastest Growing Jobs

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$9.75

There are over 20,000 job titles in the U.S., but over 80% of all workers are employed in just 300 or so. This book selects 50 of these jobs and describes the skills and training required, pay rates, growth projections, working conditions and related jobs.

■ Barron's Student Success Secrets

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$7.95 (3rd Ed.)

Presents self-hypnosis techniques to help students build motivation, self-confidence, and basic academic skills.

■ Career Action Plan

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$7.95 softcover

This plan helps young people develop the critical life skills necessary to plan for and find work, while creating a realistic career plan.

■ Career Awareness Plus

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$59.40 Set of 12 books
Reading level: 2.0-3.5
Interest Level: 6-adult/ABE

This carefully developed program gives students a chance to learn about jobs at stores, restaurants, hospitals, and hotels/motels. Students will become familiar with the duties and vocabularies in each field of work.

■ The Career Box

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$93

A companion to The Job Box, The Career Box features occupations (in six areas) that require reading skills at the 4-6 grade reading level. Contents: 56 booklets and teacher's guide in an attractive box.

■ Career Directories

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$19.95 each title

Each of these Career Directories features up to two dozen articles by top professionals in each field, a basic but comprehensive job search section, and detailed listings of hundreds of top companies in each field. Titles include: Business And Finance Career Directory, 256 pp; Travel and Hospitality Career Directory, 256 pp; Advertising Career Directory, 256 p. Marketing And Sales Career Directory, 256 pgs; Public Relations Career Directory, 256 pp; Newspapers Career Directory, 256 pp; Magazines Career Directory, 256 pp; Book Publishing Career Directory, 256 pp.

■ Career Discovery Encyclopedia

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$109.95 6 Volume Set

These books offer large, clear type and more than 500 photographs to make students want to read them. Six 190-page hardbound books.

■ The Career Emphasis Series

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$6.50 each

This series is unique in that it identifies the career planning skills most likely to result in increased long-term earnings for adults without college degrees. Titles in-

Notes

Notes

clude: (1) Understanding Yourself—Identifying Your Interests, Skills, Values and Life Style Preferences; (2) Making Good Decisions—Decision Making Techniques for Your Career and Your Life; (3) Preparing For Work—Setting Your Objectives, Education and Training Options, Skills for Success; (4) Getting A Good Job and Getting Ahead—Effective Strategies for Finding a Job and Adjusting to Change.

■ Career Skills

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$9.95 each
$90.95 set All 10 units

Each of the units listed consists of 16 to 24 duplicating masters with puzzles, games, and independent exercises. Titles: Career Awareness; Self-Awareness; Finding A Job; Applying For A Job; The Interview; Job Information; Job Thinking; Job Attitudes; Leaving A Job; Personal Independence.

■ Career World

Weekly Reader Corp., 4343 Equitly Dr., Columbus, OH 43228
$6.95 per student per school year. Minimum of 15

Up-to-date information and articles on employment issues written for students. Published monthly from September to May. Magazine format.

■ Careers and the Engineer

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$12.95

Designed to help an engineering student carefully and thoughtfully select an industry, a job function, and a particular company.

■ Careers: Exploration and Decision

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$84. Ten copies plus Teacher's guide

A concise text on career selection and career planning to help students find satisfaction and fulfillment in their working lives.

■ Careers for Bookworms and Other Literary Types

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$8.95

Details opportunities for readers in education, publishing, libraries, journalism, think tanks, museums, film, broadcasting, the public sector, and more. 115 pp.

■ Careers for Sports Nuts

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$8.95

The perfect guide for anyone hoping to turn a passion for sports and fitness into a career.

■ Careers for You Series

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$9.95 each $49.95 for the set of 6

These entertaining and educational books describe career possibilities for those whose interests lean toward occupations in the humanities, services, sports, and travel. Titles include: Animal Lovers and Other Zoological Types; Good Samaritans and Other Humanitarian Types; Travel Buffs and Other Restless Types; Foreign Language Speakers and Other International Types; Bookworms and Other Literary Types; Sports Nuts and Other Athletic Types.

■ Career Targets Teacher's Guide

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$13.95

The Teacher's Guide contains an overview of the program and complete lesson plans for each page of the program in-

cluding goals, suggested activities, and summary concepts.

■ Careers That Count

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$98

This well-written, concise series of over 300 occupational briefs covers entry level through professional careers organized according to Worker Trait Group arrangement. Each graphically-enhanced brief shows: job duties and responsibilities, work activities and work situations, essential skills, related high school courses, future employment outlook, type and amount of training or education necessary, related occupations, professional organizations, and sources of additional information. One set of 300 occupational briefs, user's guide, and student activities packet.

■ Careers Tomorrow: The Outlook for Work in a Changing World

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$7.95

Essential reading for anyone changing careers, planning programs, or counseling people for jobs in the future. 160 pp.

■ Careers Without College

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$9.95

This informative book describes more than a dozen lucrative and challenging careers that do not require a college degree. Covers everything from entry to compensation, working conditions, and suggested career paths.

■ The Challenge of Counseling in Middle Schools

Gerler Jr., Hogan, and O'Rourke, Editors ERIC/CAPS, 2108 School of Education, The University of Michigan, Ann Arbor, MI 48109-1259, (313) 764-9492
$26.95

This book, developed collaboratively with ASCA, is a compilation of articles from journals and ERIC, as well as one original article, on topics of importance to counselors who serve middle school students. 386 pp.

■ Changing Workplace: Career Counseling Strategies for the 1990's and Beyond

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$26.95 ($30.95 for Non-Members)

Presents a comprehensive analysis of tomorrow's workplace, exploring diverse visions of the occupations and work settings of the future. 280 pp.

■ Children's Dictionary of Occupations

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$12 each

This dictionary is an illustrated reference that introduces students to work and the variety of jobs available. Acts as a map for planning possible future routes down the career path.

■ Cluster File

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$341

The Career Cluster File is arranged according to 15 occupational clusters. The Cluster File contains all 167 briefs, all 341 summaries, all 90 job guides, and all 80 training guides.

Notes

Notes

■ Cluster Packets

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$998. Save $153.25 when you order the Set (874 mini-briefs)
Individual briefs vary in prices

In these packets, occupations are grouped into the fifteen areas recognized by the U.S. government. Each cluster packet contains a selection of mini-briefs (mini-briefs are 8½" x 11" cards which help answer students' most often asked career questions including: school subjects that pertain to the particular career, education needed, occupational future, salary range, etc.). Also included are a pre/post test, activities, career ladder, and survey and mock interview worksheets. Contents: Mini-briefs, teacher's guide, duplicator masters.

■ The Computerized Society

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$8.95 ($9.95 for Non-Members)

The best and most pertinent articles on the future of work have been extracted from *The Futurist* magazine and compiled in this illustrated paperback. 159 pp.

■ COPSystem Career Briefs Kit

EdITS, PO Box 7234, San Diego, CA 92167, (619) 222-1666
$100

The Career Briefs Kit contains over 400 cards which describe occupations.

■ COPSystem Career Cluster Booklets

EdITS, PO Box 7234, San Diego, CA 92167, (619) 222-1666
$160

Booklets present detailed and comprehensive descriptions of each of the 14 occupational clusters for career exploration and investigation.

■ Desktop Careers Kit

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$368

Each of the 800 career descriptions is thoroughly researched and professionally prepared and includes detailed occupational information. Includes 167 briefs, 341 summaries, 90 job guides, 100 reprints, 60 professional reports, and 80 training guides.

■ Dictionary of Holland Occupational Codes

Gottfredson, Holland, and Ogawa Consulting Psychologists Press, Inc., 3803 E. Bayshore Rd, PO Box 10096, Palo Alto, CA 94303, 800-624-1765
$20

All 12,099 occupations listed in the Dictionary of Occupational Titles (DOT) (U.S. Department of Labor, 1977) are linked to the RIASEC code classification system through this monumental work.

■ Dictionary of Occupational Titles Revised

Educational Development & Training Center, East Texas State Univ., Commerce, TX 75429 1-800-356-EDTC
$40 (includes postage)

New hard cover guide contains 12,741 occupations with occupational definitions reviewed and re-formatted, significant improvements in technical quality of new information and additional information based on on-site observations of over 10,000 jobs—first revision since 1977.

■ Directory of American Youth Organizations

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$16.95

A guide to over 400 clubs, groups, troops, teams, societies, lodges, and other organizations. Groups are listed according to hobbies and special interests, sports, school subjects, and religion. A

DO SOMETHING! book for kids who want to get involved.

■ Discover What You're Best At

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$10.95 softcover

A complete career system that lets you test yourself to discover your own career abilities to put you on the right job track. The book's unique National Career Aptitude System enables you to identify not only your interests but also your innate talents and potential skills.

■ The Encyclopedia of Careers and Vocational Guidance

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$129.95

This new edition looks forward to the exciting career opportunities of the 1990's. Each of the 76 industry groups contain information on history and general information, careers available, educational requirements, industry outlook, and sources of additional information and related articles. Each occupational article includes a description of the job, educational or training requirements, methods of entering the particular field, advancement opportunities, earnings, social and psychological factors, history, nature of the work, special requirements, opportunities for experience and exploration, employment outlook, and conditions of work. It lists hundreds of sources for additional information including associations, journals, and other publications.

■ The Enhanced Guide For Occupational Exploration

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$24

For the first time, accurate descriptions of the 2,500 jobs held by over 95% of the workforce are available in one career reference guide. 591 pp.

■ Entrepreneur's Master Planning Guide

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$17.95 ($21.95 for Non-Members)

This book will serve as a teaching reference book as students are introduced to entrepreneurship. 408 pp.

■ Exploratory Careers Kit

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$298

The Exploratory Careers Kit is an excellent basic career information source. The completeness and simplicity of this Kit make it an ideal source for following up interest inventory test results and classroom career exploration assignments. Contains all 167 briefs, all 341 summaries, and all 90 job guides.

■ Exploring Careers

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$16 Student Guide
$11 Instructor's Manual
$30 Workbook (package of 20)

Lots of contemporary photos of people in actual work settings and a high interest narrative about real workers complement this publication.

■ Exploring Career Series

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$12.95 each
$399. Complete Series of 35 books

The Exploring Careers books provide a clear, concise, and interesting presentation of a variety of specific occupations. Includes one 100-200 page book each. Titles: Careers—The Future Today; Careers—Go For It; Careers—Job

Notes

Notes

Satisfaction; Careers—Professional Advantage.

■ Futuristic Exercise: A Workbook for Emerging Lifestyles and Careers in the 21st Century and Beyond

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$13

The first step in preparing for the future is to rid oneself of basic assumptions linked to the past.

■ Great Careers: The Fourth of July Guide to Careers, Internships, and Volunteer Opportunities in the Nonprofit Sector

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$35

Great Careers was written by a team of professional college planning and placement counselors. Chapters cover such topics as animal rights, arts, children and youth, consumer advocacy, education, energy and environment, government, homelessness, international internships. labor unions, legal aid, social action, social work, agriculture, urban planning, women's issues, and much more. The book is designed to become the standard reference on service and related careers.

■ Health Careers Kit

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$112

Use as a counseling tool to provide career information to students who show interest in entering health occupations. Provides career information on 150 health careers-skilled, technical, semi-professional, and professional. Includes 47 briefs, 65 summaries, 8 job guides, and 32 training guides.

■ The Job Box

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$93

The box contains 56 photo-illustrated booklets describing entry level jobs that can be successfully performed by persons reading at the second to third grade level. Reading level: 2.5-3.0 Interest level: 7-12. Includes: 56 booklets, teacher's guide, attractive display box.

■ The Job Doctor

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$8.95

This concise book tells students how to go about the process of job hunting. 103 pp.

■ JOB-O Dictionary

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$1.75 each

A source book of comprehensive, simply presented job information that provides the student, teacher, and counselor with the following: definitions and duties of the job titles used in JOB-O and E-WOW; related job titles to expand job awareness; listing of unusual jobs and jobs of the future.

■ Job Opportunities for Business and Liberal Arts Graduates 1991

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$19.95

Details hundreds of organizations that are recruiting employees in the areas of business and management.

■ Job Opportunities for Engineering, Science, and Computer Graduates 1991

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$19.95

Describes over 1,000 manufacturing, research, consulting, and government organizations hiring technical graduates.

■ The Job Outlook in Brief

Consumer Information Catalog, Consumer Information Center-2A, PO Box 100, Pueblo, CO 81002 (U.S. General Services Administration)
$2

Projects job prospects for 250 occupations to the year 2000. 48 pp.

■ Jobs '91

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$14.95

You'll find completely new trends and forecasts for 1991, more career areas and jobs, and new career best bet companies and jobs, making this what many have called "the most comprehensive job guide on the market." 575 pp.

■ The Jobs Rated Almanac

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$14.95

This handy reference ranks the best & worst jobs by more than a dozen vital criteria including salary, outlook, stress, benefits, travel, physical demands, security, environment and where the jobs are located. 349 pp.

■ Joyce Lain Kennedy's Career Book

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$29.95 Hardcover
$18.95 Softcover

This information packed book guides readers through the entire career decision-making process. Features identity inventories that help readers determine interests, aptitudes, skills, academic abilities, values, personality traits, and lifestyle preferences; advice and exercises that establish and achieve realistic goals and objectives; up-to-date information on key occupational areas; guidelines and checklists to help select a college or votech school; tips on how to construct an effective resume, advice on interviewing; and guidelines for giving a career regular checkups. 448 p.

■ Life Plan

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$6.95 softcover

A book that helps young people make the important decisions about their lives and careers.

■ Looking at MySelf

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$2 each Form II Booklet
$24.50 Set of 5 Self Esteem Posters

Looking at MySELF is a self-directed and self-scored program designed to challenge students. The booklet is divided into five sections: self-esteem, communications, values, decision-making, and goal-setting.

■ Matching Yourself with the World of Work

Consumer Information Catalog, Consumer Information Center-2A, PO Box 100, Pueblo, CO 81002 (U.S. General Services Administration)
$1

Requirements, prospects, and earnings for 200 occupations. 10 pp.

■ New Emerging Careers: Today, Tomorrow, and in the 21st Century

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-

Notes

Notes

726-0441
$15

New Emerging Careers explores the jobs which will develop from the changing technology in the field of lasers, robotics, telecommunications, aerospace, superconductivity, and biotech.

■ Occu-Facts

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$38 Book

The 565 careers in this book are organized by twenty of the Standard Occupational Classifications cluster groupings, making it easy to refer to occupations that have similar aptitudes, interests, and work activities. Each OCCU-FACT career description provides thorough information on the occupation. 600 pp.

■ Occu-File

Career Briefs
CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$199 File Cards, Box, and Divider Cards

This complete career study program contains detailed information on the careers that represent 90% of the American work force. Occu-File consists of 335 printed career briefs organized by required educational levels.

■ Occupational Briefs

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$391. Complete set of over 600 Occupational Briefs - bound in 5 vinyl binders. D.O.T. order, coded dividers, 678DOX filing plan guide, one-year punched Brief Subscription.

$749.95 File Box Format: Chronicle G.O.E. Occupational Library
$799.95 File Box Format: Chronicle D.O.T. Occupational Library.

Occupational Briefs are the most reliable resource available for over 3,500 occupations, covering 95 percent of the occupations in the nation's workplace. Each 4-page to 8-page profile is written by a free-lance author, then painstakingly researched and reviewed by Chronicle staff and authorities.

■ Occupational Guidebooks

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$500 Eight volume Library

Now you can match students' interests and curriculum to current job markets. Versatile, 3-ring vinyl binders; Briefs coded to D.O.T., G.O.E., S.O.C., S.I.C., H.O.C.; written to junior high reading index; several students can use at same time; ideal for career centers, libraries, classrooms; keep up-to-date with new monthly subscription.

■ Occupational Library

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$1097.95 Includes over 700 occupational publications published in last four years filed in hanging and manila folders, metal filing cabinet, one-year 3-in-1 Subscription, Occupational Library Guide.

Get 700 + Occupational Briefs and Occupational Reprints in D.O.T. or G.O.E. filing plans, ready to use. Plus a one-year 3-in-1 Subscription. Everything you need for a portable career system!

■ Occupational Outlook Handbook

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$16

The Occupational Outlook Handbook is America's most widely-used career reference.

■ Occupational Reprints

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$62 Occupational reprints set (about 140 titles, file guide, unbound)

Features selected articles on occupations from periodicals, trade and technical journals, in-house publications, national associations. Gives timely information on

college planning, special needs, and finding and holding a job.

■ Offbeat Careers

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$6.95

Offbeat Careers lists jobs for those not interested in typical 9-5 jobs (for instance, kibbutznick, square dance caller, brewmeister, clown, steeplejack).

■ Opportunities in...Series

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$12.95 Individual titles each
$1617 Series 140 Books

These books are a wealth of clear, direct guidelines for helping readers who need comprehensive information for making immediate choices about education, the job situation, and career choices. They are designed to provide a look at many exciting career fields and are written in an easy-to-read style. (Each book is an app. 160-page illustrated hardbound edition. Titles: Arts and Design Careers—13 books $129.85; Communication Careers—14 books $145.05; Business and Management Careers—13 books $132.30; Office and Computer Careers—12 books $121.90; Pub/Social Service Careers—14 books $142.65; Service Occupations—6 books $62.15; Scientific and Technical Careers—13 books $129.85; Building, Industrial, and Mechanical Service Careers—18 books $186.48; Health and Medical Careers—19 books $194.40; Ecology and environment Careers—6 books $62.15; Fitness and Leisure Careers—6 books $62.15; Travel and Leisure Careers—6 books $62.15.

■ Pacemaker Career Readers

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$43 one copy each title
$330 one hundred books (10 of each title), two teacher's guides

Ten career exploration books for students whose choices are limited because they have reading difficulties. Helps students learn about the career selection process and develop skills for improving reading.

■ Paralegal: An Insider's Guide to the Fastest-Growing Occupation of the 1990's

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$10.95

Gives readers the first insider's look at what it's like to be a paralegal, as well as advice on how to enter the profession and succeed in it.

■ The Right Job for You

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$7.75

Includes practical and useful information on identifying your skills, reviewing your life experiences, defining the ideal job for you, matching yourself to over 300 jobs, education and training options, and making good decisions about your career and life.

■ The School of Visual Arts Guide to Careers

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$12.95

This book provides valuable information to any student or professional considering work in fields ranging from photography, graphics, art direction, film and video to the fine arts.

■ Skills for Living: Group Counseling Activities for Young Adolescents

Rosemarie S. Morganett
American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$28.95 regular price
$24.95 member price

Notes

Notes

Everything you need to create and conduct skill-building group counseling activities for young adolescents. 229 pp.

■ Special Interest Occupational Briefs

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284

$121.50 Chronicle Occupational Briefs—High School

Includes: Two 3-ring binders, 250 + briefs on occupations requiring high school education or less for entry, reprints on finding and keeping a job. Ideal for JTPA and other agencies working with adults.

$125.50 Chronicle Occupational Briefs—Vocational

Includes: Two 3-ring binders, 250 + briefs on occupations requiring secondary or postsecondary vocational training for entry, reprints on finding and keeping a job, educational requirements for each job described.

$119.50 Training Today: Careers Tomorrow

Lists: About 150 careers with above-average growth; Occupations with at least 20% increase in new openings to the year 2000. Sources: U.S. Department of Labor; review of Chronicle Occupational Briefs Employment Outlook.

$24.00 Chronicle Sports Careers

Includes: 15 briefs, reprints, and professional articles in 3-ring binder for flexibility, convenience. Popular with coaches, counselors, and students.

■ Straight Talk on Careers: 80 Pros Take You into Their Professions

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$15.00

A leading lawyer, a computer systems analyst, a top motion picture director, an Army tank commander, a professional football quarterback, an elementary school teacher, a state highway engineer, and 73 other working professionals talk about their jobs—what they do and how they got there.

■ Three Boxes of Life and How to Get Out of Them

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$14.95 softcover

An introduction to life/work planning.

■ Tomorrow's Jobs

Consumer Information Catalog, Consumer Information Center-2A, PO Box 100, Pueblo, CO 81002 (U.S. General Services Administration)
$1.25

Discusses changes in population, labor force, and job opportunities. Provides information on careers, training, financial aid, and more. 10 pp.

■ Top Professions: The 100 Most Popular, Dynamic, and Profitable Careers in America

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$10.95

Helps readers capitalize on current business and economic trends and describes top careers—from arts and media to engineering sciences.

■ Total Quality Counseling: A Comprehensive Manual for Elementary/Middle School Counselors

Mar*Co Products, Inc., PO Box 1052, Doylestown, PA 18901, customer service (215) 345-6922, orders 1-800-448-2197
$19.95

Everything you ever wanted to know about counseling. A complete guide to developmental counseling. Includes: the counselor's role; organizing individual, group, and classroom programs; career education; consultation, evaluation, and

public relations. Includes over 50 reproducible forms.

■ VGM Career Exploration

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$9.95 each softcover
$12.95 each hardcover

The VGM Career Books are designed to help students and adults become better acquainted with the world of work and the many career opportunities open to them. Titles range from Art Design to Word Processing.

■ VGM's Careers Checklists

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$9.95 softcover

Here's the perfect way to help the jobseeker plan a career path and organize a job search. This handy collection of exercises, checklists, and fill-in-the-blank items covers every aspect of career planning, from assessing personal qualities and interests to writing a resume and preparing for an interview.

■ VGM's Handbook of Scientific and Technical Careers

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$12.95

Describes nearly 60 science-related careers detailing the responsibilities of each job.

■ VGM Professional Career Series

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$9.95 each, softcover
$14.95 each, hardcover

Titles available: Careers In Advertising; Careers In Business; Careers In Communication; Careers In Computers; Careers In Education; Careers In Engineering; Careers In Health Care; Careers In Science.

■ What Color Is Your Parachute?

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$12.95

This comprehensive book is the most widely read career planning and job hunting book ever written and for good reason! 380 pp.

■ Wishcraft: How to Get What You Really Want

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$7.95

This classic provides a step-by-step plan for teachers and guidance counselors to help a student pinpoint goals and make his or her dreams come true.

■ The World of Work

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$14.50 ($17 for Non-Members)

This comprehensive book forecasts trends in the workplace and how to incorporate models for future vocational education programs. 338 pp.

■ Worker Trait Group Guide

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$24.95

The guide offers a clear explanation of how the world of work can be divided into 12 work areas and further divided into 66 worker trait groups. 496 pp.

Notes

Notes

Multi-Media Aids

■ Before Tomorrow Becomes Today

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$84.95 Video
$43.50 Filmstrip/Cassette
$84.95 Interpreted VHS

Live-action video encourages proper planning to realistically determine and attain one's life and employment goals. 8.5 min.

■ Bread and Butterflies

Agency for Instructional Technology, Box A, Bloomington, IN 47402-0120, 1-800-457-4509
$125 per program
$1,495 for set of 15 programs
$525 for VideoKit

In programs that present situations from the child's perspective, Bread and Butterflies gives children a clearer understanding of successful work behavior and the connections between school and the real world.

■ Career & Career Planning: New Tomorrows

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230, (214) 991-5252 (call collect)
$79 20 min.

An overview of vocational-technical education and its importance to the American Work force.

■ Career Exploration: A Job Seeker's Guide to the Occupational Outlook Handbook, the Guide for Occupational Exploration, and the Dictionary of Occupational Titles

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$62

Explaining these three career information resources is a tough job, but this video uses a visible narrator who walks viewers through the career search process and introduces them to these references books. VHS, color, 21 minutes.

■ Career Exploration and Planning Series

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$79 Your Future: Planning Through Career Exploration
$79 Your Interests: Related to Work Activities,
$79 Your Temperaments: Related to Work Situations
$79 Your Aptitudes: Related to Learning Job Skills
(discount to WCIS members 30% off $79.)

Career Exploration and Planning Series is a collection of four videos that start students thinking about their future and help them to use personal information to choose possible career areas. Each video includes a user guide suggesting discussion topics.

■ Career Exploration Video Series

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$79.95

This set of 14 full-motion videos presents career possibilities within each of the occupational clusters. Students see actual on-the-job tasks in a wide range of careers available to all levels of students.

■ Career Goals: Your Ladder to Success

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$98

In the video Career Goals: Your Ladder to Success, students explore the suitability of careers based on self-evaluation, career discovery, career training and career experience through the demonstration of circus acts. One 30 min. video and workbook. VHS

■ Career Insights

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$29.95 each VHS or BETA 15 min. length

Titles range from "Accounting" to "Writing and Journalism". Selections from the 66 titles: Air Transportation/Flight Service, Civil Engineering, Computer Programming/System Analysis, Financial Business Services, Mineral Exploration, Professional Sports, and Social Work.

■ Career Opportunities Audiovisual Instructional Presentations

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$30 each slide/tape
$425 All 15 clusters

Each of the following ten slide/tape presentations consists of a set of 35mm full-color slides, a cassette tape (narrated in both English and Spanish), and an instructor's guide. Presentations consist of slides of workers performing actual work tasks of careers depicted, and the narrative portion includes information concerning the duties, educational/training requirements, personal qualifications, salary ranges, and employment outlook of the careers discussed. Titles include: Agribusiness and Natural Resources; Business and Office; Construction; Consumer and Homemaking; Marketing and Distribution Cluster; Communications and Media; Health; Manufacturing; Public Services; Transportation; Personal Services, Marine Science; Hospitality and Recreation; Environmental; Fine Arts and Humanities.

■ Career Planning Steps

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$80

It's Career Day and the students of Miss Waterstone's class want to know the difference between a job and a career. Career resources such as how to use the library, the career center, the Yellow Pages, and the personal interview are discussed. One 21-minute videocassette and manual with reproducible worksheets.

■ Careers in Biotechnology and Genetic Engineering

American Association for Vocational Instructional Materials 745 Gaines School Road, Athens, GA 30605, 1 800-228-4689.
$89 (29 minutes) VHS.

Video covering emerging careers.

■ Careers in Health Services: Opportunities for You

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$239

Careers in Health Services presents the health care occupations within hospitals, clinics, private offices, and laboratories and discusses the educational requirement for many of the jobs. Two 30-minute cassettes. VHS

■ Careers in Robotics

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1800-228-4689.
$89.95

A general introduction to the field with in-depth look at three occupations: robotic engineers, robotic programmers, and robotic technicians. An interview with an actual worker in the field shares the jobs' challenges and frustrations. VHS 29 min.

■ Careers 2000 Fitting into the Workforce of the 21st Century

VAP Educational Materials, 23 Meadow Drive, Camp Hill, PA 17011-8331
$99.95 for Part 1
$99.95 for Part 2
$99.95 for Part 3
$275 for All 3

Careers 2000 is offered as a complete series or as three individual videocassettes. Each is approximately 25 minutes in length and can be used independently. They are accompanied by reproducible

Notes

Notes

student activities that include a listing of 50 fast growing, high employment occupations and their related occupational traits. Part 1—"Where Do I Fit In?" ... emphasizes the importance of personal information gathering as the first significant step in determining how one fits into the workforce of the 21st Century. Part II—"Exploring Career Options" ...illustrates the best resources available for exploring career possibilities. Part III—"Preparing NOW for Success in the Future" ...discusses the importance of careful planning when pursuing educational and training options.

■ Choices Today Video Series

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$98 each
$275 set of 3

Self-Awareness and Your Career Options—This program focuses on showing students how to identify and organize information about themselves.
Investigating The World Of Work—This lively video demonstrates specific techniques that allow students to relate knowledge of themselves to the world of work.
Occupational Preparation—This live action video focuses on how to develop and implement an effective, realistic educational/training program.

■ Following Directions for School Success

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$80

Specific techniques are offered to help students fully understand expectations such as course materials, class objectives, course assignments, tests, extra credit, and when and how to reach the instructor for help in this high energy video.

■ "Go For It"

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$29

A motivational video and booklet designed to encourage middle school students to develop an understanding of their dreams and fears, begin their exploration, and make plans for high school courses that will help prepare them for their future careers. The video is fully animated and available in closed caption for those with hearing impairments. (7 min. VHS)

■ Home Economics Careers

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$75 VHS

The film presents a variety of career opportunities for both males and females in the field of home economics. 30 min.

■ Investigating the World of Work

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$98 Video, Student/Teacher Manual

This lively 30-minute video demonstrates specific techniques that allow students to relate knowledge of themselves to the world of work.

■ It's a New World

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$39

This video encourages middle/high school students to consider the importance of mathematics and science in their future. A story format, involving a student, her instructor, and Thomas Edison, links mathematics and science education to careers in six occupational areas, while promoting race and sex equity.

■ It's Not Your Father's Vo-Tech

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$25

A promotional video designed to acquaint students with the career opportunities available to them by pursuing vocational training. One 15-minute videocassette.

■ Job Search: How to Get a Job And Keep It

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$799 (13 video set)
$69 (each video)

This series is designed to support a complete job search curricula. One of the most comprehensive series on the job search, enough content for a 12-session course. Programs are accompanied by classroom activities, supplemental handouts, key concepts, pre-and post-tests and other useful materials. Grades 9-adult. Titles:
Contacting Employers
Job Seekers Card and Resume
Keeping Your Job
Know Your Skills
Locating Potential Employers
Personal Information Form
Preparing for the Interview 1
Preparing for the Interview 2
The Interview, parts 1 and 2
The Job Application
What Employers Want

■ Job Search Videotapes

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284.
$69.96 each tape VHS
$695 set of 12 tapes
$12.95 Instructor's Guide (free with 12-tape set)

Titles: Know Your Skills (29 min.)
Locating Potential Employers (29 min.)
Personal Information Form (18 min.)
The Job Application (21 min.)
Job Seekers Card and Resume (25 min.)
Contacting Employers (24 min.)
Preparing for the Interview I (24 min.)
Preparing for the Interview II (25 min.)
The Interview I (22 min)
The Interview II (25 min.)
What Employers Want (21 min.)
Keeping Your Job (29 min.)

■ Kaleidoscope of Careers

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$95 set of 3 videos

This set of three videos examines 200 occupations clustered into 17 groups as defined by the Standard Occupational Classification.

■ Kaleidoscope of Careers

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$150 Set of five

This set of five videotapes covers 200 occupations which are grouped in 17 clusters. Mostly live action with music over narrative, these videos describe a variety of tasks performed on the job, specializations, and how the job fits into the broader picture of the world of work. The format is nearly identical to the *Occupational Outlook Handbook.*

■ Mission Possible: How to Get What You Want Out of Life

Ready Reference Press, PO Box 5249, Santa Monica, CA 90409, 1-800-424-5627
$89.50

Here's a comprehensive, upbeat guide for students who want to "make their dreams come true."

■ MODERN Videos

Modern, 5000 Park St. N., St. Petersburg, FL 33709, 1-800-243-6877

Videos are available for purchase, FREE, or on a LOAN basis. Contact address above in care of Modern's Career Guidance Library, or check with your libarian/media center for Modern's Resource Guide that contains the titles and descriptions of all items available.

■ My Career Plans Series

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$59 each filmstrip on VHS, worksheets,

Notes

Notes

manual
$185 to $199 All five programs

In these five programs, students respond to activities that reinforce learning and demonstrate their understanding of the concepts necessary to make career decisions. Includes a 4-page student worksheet that summarizes the program, outlines student procedures for use of the material, provides a series of learning activities through interaction at stop points, and a review test. Titles include: How to Relate Needs, Interests, and Aptitudes to Jobs; How to Match Interests with Jobs; How to Match Aptitudes with Jobs; The Process of Getting a Job; How to Get Along with People on the Job.

■ The New Engineers

Modern, 5000 Park St. N., St. Petersburg, FL 33709, 1-800-243-6877
$40

This video examines the work of several "new" engineers whose unique research has crossed the traditional boundaries of science... and even the arts. First Prize, Houston International Film Festival; Bronze Apple, National Educational Film Festival. Grades 7-12.

■ Only the Good Need Apply

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$84.95 video

Live-action video offers helpful tips on making a good impression when completing an application-such as being neat, being honest, being accurate, using correct grammar and following directions. Length: 9:36 minutes

■ Personal Development Video Series

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW.
$449 for Set of Five VHS

Five high quality, full motion video programs stress the importance of learning to deal with problems without sacrificing feelings of personal self-worth, self-actualization, and self-esteem. (1) **Self Esteem** shows techniques for avoiding and handling traps for feelings of inadequacy by realistic goal setting and positive thinking. (2) **Stress** shows causes and effects of stress and gives techniques for controlling it.(3) **Values** shows four students playing the values auction game. The students reveal their values as each explains why a value chosen is important. (4) **Getting Along With Others** Six problem personality types are identified with ways to deal with them. (5) **Shyness And Assertiveness** Assertiveness is contrasted with aggressive and passive behaviors allowing viewers to come to the same conclusion as the students on the video: that being assertive means positive, honest, and healthy communication.

■ Planning Your Future

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$69.50 Video
$43.50 Filmstrip/Cassette

Video transfer which encourages proper planning to realistically determine and attain one's life and employment goals. Time: 8 min.

■ Putting High School to Work for You

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$80 VHS

This unique program focuses on effectively designing an educational plan for the high school years. Emphasis is placed on carefully selecting high school courses that will provide the vehicle for successfully pursuing future educational and career plans. One 30-minute videocassette and student planning guide.

■ School Survial Video Game

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$240

Using a creative and fun gameboard format, this package of two videos and reproducible worksheets helps students survive and stay in school.

■ Seals +Plus: Reproducible Activity-Based Handouts Created for Teachers and Counselors

Wellness Productions, Inc., 23945 Mercantile Rd., Beachwood, OH 44122-5924, 1-800-669-9208, ext. 201.
$50

Includes 75 pages of reproducible activity-handouts and 150 activity ideas, addressing 15 areas of concern to today's youth.

■ Self-Awareness and Your Career Options

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$98 Video, Student Teacher Manual

This 30-minute full-motion video program focuses on showing students how to identify and organize information about themselves.

■ Setting Career Goals the Video Way

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$80

This colorful and imaginative full-motion video helps the student set meaningful career goals. It will help your students understand that career planning is a lifelong process.

■ Setting Educational/ Vocational Goals

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$80 Video, reproducible worksheets

A great way to discover exciting educational opportunities for the future! Join a group of students as they visit malls, libraries, schools, and colleges exploring the various post-secondary high school options. Four settings are explored in-depth: vocational schools; jr/community colleges; colleges; universities. 22 min.

■ Take-Off "Careers for the 21st Century"

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$40 each or $825 set of 24

High quality, full motion videos depicting 48 different career opportunities. Features multi-cultural role models in each of the 24 videos.

■ The Video Career Library The First Comprehensive Video Tape Library of Career Information

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$79.95 each tape, VHS & Beta II

Shows 165 occupations on 18 tapes. Each tape represents a different occupational "family" from technical to service to professional. Describes job duties, working conditions, wages and salaries, job outlook, and education and training required. Tells where to write for more information on each different job. Shows actual workers performing tasks on the job. Contains current labor market information for each job. Discourages occupational stereotypes by maintaining ethnic and gender balances.

Video Career Library Titles: Administration & Management (30:00); Engineering & Related Occupations (45:00); Physical & Life Sciences (26:15); Social Sciences (26:00); Education (26:00); Medicine & Related Fields (30:00); Allied Health Fields (42:00); Literary & Performing Arts (40:00); Technical Occupations (33:00); Marketing & Sales (21:00); Clerical & Administrative Support (26:00); Public & Personal Services (35:00); Mechanical Fields (22:00); Repair Fields (23:00); Construction (36:00); Production I (28:00); Production II (32:00); Transportation & Material Moving (20:00)

■ Vocational Inventory Video

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903)

Notes

Notes

886-5624
$295 VHS

The Vocational Inventory Video provides three critical functions relative to vocational training. It shows students what vocational training is all about, helps determine a student's vocational preferences, and promotes the concept of sex equity by showing students in non-traditional roles. Also contains 200 reproducible answer sheets which enable the student to indicate areas of interest by marking yes, no or maybe; a 500-page book, Exploring Careers; instructor's guide; workbook that provides students with types of jobs, personal characteristics required, training, education, and many other details.

■ Your Aptitudes: Related to Learning Job Skills

American Association for Vocational Instructional Materials 745 Gaines School Road, Athens, GA 30605, 1800-228-4689.
$95

Introduces the concept of the ability to learn. Through both work and non-work illustrations, three major categories of aptitudes—cognitive, visual perception, and psychomotor are introduced. The three aptitude categories include the nine aptitudes of the General Aptitude Test Battery (GATB). VHS, color, 13 min.

■ "Your Educational Skills: Don't Leave Home Without Them"

VAP Foundation, 23 Meadow Dr., Camp Hill, PA 17011,(717) 761-3381
$99.95 for a 20-minute video cassette with reproducible student activity worksheets.

This live-action video discusses the necessity of developing adequate educational skills and illustrates how math, language and reasoning competence is related to being successful in the world of work.

■ Your Future: Planning Through Career Exploration

American Association for Vocational Instructional Materials 745 Gaines School Road, Athens, GA 30605, 1800-228-4689.
$95

Designed to develop student awareness of their future and the importance of career exploration and planning activities at an early age. VHS, color, 13 min.

■ Your Interests: Related to Work Activities

American Association for Vocational Instructional Materials 745 Gaines School Road, Athens, GA 30605, 1800-228-4689.
$95

This video ties the concept of basic interests to work interests. Interests are a key element in job success and satisfaction and are related to motivation and drive. VHS, color, 15 min.

■ Your Temperaments: Related to Work Situations

American Association for Vocational Instructional Materials 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689.
$95

Video introduces the concept of the difernce between work-place and work-task situations that workers must be able to cope with, adjust to, or like. VHS, color, 13 min.

■ Video Career Library

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$79.95 each
$1,179 Complete Set (Save over $260.)

This series of 18 videos includes narratives on 165 key occupations. Each tape in the Video Career Library highlights the most important jobs in the 18 occupational groups. An excellent demonstration tape is available.

■ Video Career Library and Emerging Careers Library

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$79.95 each title (Save 20% with entire series of 165 occupations)

There are 20 tapes filled with action and explanations of occupations. Each VHS tape shows workers performing tasks, job duties, working conditions, salaries; outlook, education, training, current labor market information, and projections to the year 2000.

■ Video Career Library Series

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689.
$79

Individual titles include: Administration and Management; Engineering and Related Occupations; Physical and Life Sciences; Social Sciences; Education; Medicine and Related Fields; Allied Health Fields; Literary and Performing Arts; Technical Occupations; Marketing and Sales; Clerical and Administrative Support; Public and Personal Services; Mechanical Fields; Repair Fields; Construction; Production I; Production II; Transportation and Material Moving.

■ The Video Guide to Occupational Exploration (The Video GOE)

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$69.95 each video $749 set

The Video GOE is an informative, entertaining, and comprehensive series of 14 videocassette programs covering each occupational cluster. One 30 to 60-minute videocassette each. Purchase of the series includes a copy of the Enhanced Guide for Occupational Exploration, The Worker Trait Group Guide, all 14 videocassettes, and a special introductory program. Titles include: Artistic; Scientific; Plants and Animals; Protective; Mechanical I (Eng., Mgt and Operations); Mechanical II (Crafts, Trades and Skills); Industrial; Business Detail; Selling; Accommodating; Humanitarian; Leading and influencing I (Management, Business and Research), Leading and Influencing II (Education, Law and Communication); Physical Performing.

■ Vocational Visions Career Series

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$299 All 10 Tapes, set

The Vocational Visions Career Series is designed to increase career awareness by providing high school and vocational students with information that will help them make appropriate career decisions. Titles: Paralegal (13-min); Letter Carrier (12-min); Physical Therapist (14-min); Insurance Agent (11-min); Chef (14-min); Potter (15-min); National Park Ranger (14-min); Florist (11-min); Band Director (11-min); Auto Mechanic (16-min).

■ Voyage

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$75 each 30 min. length

Voyage is a video series of 30 half-hour programs which focus on the process by which people may plan effective and satisfying relationships of work to life. Selections from the list include: Voyage: An Introduction to Career/Life Planning. Lifestyle, What Are Skills?, Values and Career Decisions—Part 1-3, How Occupations are Organized, and The Interview.

■ Would I Work With Me?

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$100 VHS

The Teens' Point of view...This full motion video is designed specifically for teen employees. Would I Work With Me? features teens explaining what to expect in the adult working world, and what it takes to be a good employee.

Notes

Notes

Software

■ C-LECT

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Morovia, NY 13118-1190, 1-800-622-7284
$900

C-LECT purchase, lease, renew all 5 Modules—save 15% Choose and save with modules for Computer-Linked Exploration of Careers and Training. Pick one or more modules, based on your priorities and budgets.

Software benefits: user friendly; requires little assistance from counselors; not dependent on user's guides; users can re-enter program and continue where they left off; only 40 minutes to complete; increases productivity; saves time; installs easily. Grades 7 through adult.

■ Career Compass

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$95 Apple, IBM

This computerized career interest inventory assists users in individual career planning. After completing a series of 70 work activity questions, the user is provided with an applicable list of general career clusters, major work groups, and specific occupations. The 14 interest clusters are ranked with additional descriptive information provided for the top three clusters. Targets grades 7-12, adult.

■ Career Directions

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$89 Apple, IBM, 3.5 IBM
$139 Spanish, Apple

Spanish Career Directions, Apple Career Directions is a condensed version of the more comprehensive program CCAPP. Career Assessment, Career Analysis, Career Exploration and Career Planning. Career Directions saves the responses of up to five individuals on a disk, allowing the student to complete individual sections and return at a later time to complete additional sections.

■ Career Finder

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$249 Apple, IBM

Career Finder asks 18 simple questions, covering areas including: using words, using numbers, understanding science, using art, leading others, helping others, travel, independence, and level of training. The program then searches a data base of 400 occupations and produces a list of all occupational clusters and the top 20 occupations that fit the user's profile. Finally, the program provides a one sentence description for each occupation, education required, salary, and employment outlook.

■ Career Quest: The Occupational Exploration Game

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$89 Apple, IBM

Menu-driven software program allows students to explore the world of work in an entertaining, informative way. Interactive games, utilizing a database of 300 occupations, allows users to self-assess their knowledge of selected traits as they relate to each specific career.

■ Career Scan IV

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$169 Apple II+, IIc, IIe without 80-column card
$169 IBM (5.25" or 3.5")

Career Scan IV searches over 800 occupational titles that cover the entire world of work at all education and job task levels.

■ Career Scan V

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$169 Apple, IBM

A complete occupational selection system designed to help students relate their lifestyles, abilities, values, aspirations, and interests to the more than 800 jobs contained in the data base. Contents: Two diskettes and manual. Includes a free site license for your building at no extra cost! Printer required.

■ Career Search

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$149.95 ($159.95 Non-Members) for Apple II, IIe and IIc

This software program presents career information in animated, three-dimensional color graphics and sound to help students explore more than 400 career areas.

■ Career System 2000

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$185 4 disks, manual, list of titles

The computer software program that gives you access to information on over 560 careers. Each description outlines duties, working conditions, physical surroundings, physical demands, data-people-things, aptitudes, temperaments, entry requirements, training period, educational interests, educational opportunities, employment opportunities, earnings, where employed, and for further information.

■ Careers of the Future

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$79 Apple , IBM
(call for information on disk size)

Careers of the Future uses a futuristic format to introduce the student to the high demand careers that will emerge within the next 50 years. Students may access more than 200 high demand future careers based on the latest research. A state-of-the-art counseling package that uses graphics, animation, and imagination to hold student interest. Contents: Two diskettes and manual.

■ CEPP—Compusort

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$175 IBM, Apple

Designed to assist users in identifying Worker Trait Groups related to their interests, temperaments, and aptitudes.

■ COIN MicroJunior

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$249

Software designed specifically for middle and junior high school use. In-depth job profiles through direct access or structured searches using career clusters and/or education and training variables. Links jobs and high school subjects.

■ Computerized Career Assessment and Planning Program - CCAPP

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$485. Apple, IBM, 3.5 IBM

CCAPP is computerized system which provides each student with the opportunity to gain knowledge and learn decision-making skills. Students receive printouts from each activity which contain such information as a summary of career interests and skills; a list of occupational clusters and specific occupations (over 1,200); descriptive information on selected occupations and occupational clusters; learning activities for further occupational knowledge; a list of college majors or vocational courses of study relating to career interests; an individual career plan, and a job hunting plan. The Counselor's Manual gives suggestions and counseling tips and explains each computer activity. This program is updated every two years.

■ Computerized Career Information System

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-

Notes

Notes

726-0441
$240 Apple II, IBM 5.25"

This two-part system affords guidance counselors or teachers an up-to-date means of presenting career exploration/information. Includes The Career Game and Information Files.

■ The Computerized D.O.T. (Dictionary of Occupational Titles)

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$239 5.25" IBM PC and Compatibles
$239 3.5" IBM PC and Compatibles
$239 Macintosh

Replace 1,474 pages of tiny-print occupational information with 5 megabytes of space on your IBM PC hard drive. Replace paging through titles in numerical order with searching by title (or partial title)...by GOE number, or by industry number. Replace finding one occupation at a time with getting a list of occupations. Replace taking notes or copying pages to get the information you want with one keystroke.

■ The Computerized D. O. T. PLUS

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$699 5.25" IBM PC and Compatibles
$699 3.5" IBM PC and Compatibles
$699 Macintosh

The Computerized D.O.T. PLUS includes all of the features of The Computerized D.O.T...Plus These: (1) Selected Occupational Characteristics. The Selected characteristics coded to the D.O.T. definitions and found in other government publications are included. (2) Print or Save the List of Occupations. A print command will instantly send the list of occupations and/or any D.O.T. definition shown on the screen to the printer or to a disk to be saved and included in a report. (3) Load onto a Hard Disk. The entire program can be loaded onto a hard disk. (4) Speed Search. See immediately how many matches are found for each criteria entered to describe an occupation.

■ Exploracion De Carrera

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$199 Apple IIc, IIe, or IBM (5.25")

A career exploration software program written in Spanish.

■ Explore the World of Work Software (E-WOW)

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$89.95 Apple II, IIGS, 3.5"

E-WOW excites and informs 4th to 6th graders and special education students. A series of 36 graphics allows the student to rate work activities.

■ Group Assessment

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$75 Apple or IBM PC (5.25" or 3.5")

Group Assessment allows you to assess the career interests of a group of students with a paper and pencil exercise.

■ Guidance and Counseling Software

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$79.95 to $89.95 each (prices vary per title)
$450 Complete system (includes 14 disks, 7 Administration Manuals in 7 separate binders, and supply of client response forms) (updated 1989)

Explore personal values, self-concept, and social relationships. This package was developed by a certified guidance counselor functioning in a school setting. This software is not intended to replace the counselor or professional, but rather to help the over-worked professional reach more people. Titles: (1) Self-Evaluation Series (2) You and Others Series (3) Values Clarification Series (4) Parent/Adolescent Series (5) Student Information Series (6) Career Surveys (7) Counselor Contact File. System Requirements: Apple II system (48K, 5.25" or 3.5" disks) available soon, Monitor (color optional), 1

Disk Drive, Printer (optional), network versions available, updates are provided at no cost.

■ High School Career-Course Planner

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$79.95 Apple II, IBM 5.25"

Designed to help incoming high school students plan a 4-year high school program based upon a career interest assessment. Students respond to major variables to assess interests.

■ Life and Career Planning: The Future is Yours

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$79.95 Apple 5.25" or IBM 5.25" or 3.5"

Emphasized is the importance of choosing a desired lifestyle and the need for making plans to achieve that lifestyle.

■ The Micro Guide to Careers Series

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$639 Series of 8 programs, Apple
$639 Series of 8 programs, IBM
$79

The Micro Guide to High Tech Careers contains the latest information on jobs in the high technology industry.

■ The Micro Version of the Occupational Outlook Handbook

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$103. Apple, IBM

This new, state-of-art computer program highlights the most popular careers in the Occupational Outlook Handbook.

■ Next Step: Options for Educational and Career Exploration

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$395 IBM 3.5" or 5.25"

An easy to use database of over 7500 occupations and 900 college majors. On the basis of RIASEC scores from the Self-Directed Search, Next Step allows the user to search for occupations by selecting specific industries, standard occupational classifications, or educational requirements.

■ Peterson's Career Planning Service

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$275 Apple/IBM PC 5.25"
(Add $25 for 3.5" disks)

Peterson's Career Planning Service helps individuals work through the entire career decision process assessing themselves, identifying occupations suited to their abilities and personalities, and making career decisions.

■ Please Understand Me

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$89 Apple, IBM

This software promotes self-understanding and acceptance of individual differences! Students self assess to determine their psychological type, temperamental type, career interests, interpersonal relationships. Based on David Keirsey's adaptations of Jung's theory of personality. A detailed report can be printed.

■ School Subjects Careers

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Morovia, NY 13118-1190, 1-800-622-7284
$79.95 Apple, 3.5" or 5.25", MS-DOS, 3.5" or 5.25"

Perfect for At-Risk students! This floppy disk program matches the subjects students are most interested in with corresponding occupational titles. User

Notes

Notes

features and benefits include: attractive graphics, color windows; easy to read (Grade 6 index); fast results from main menu; 14 standard school subjects; 700 occupational titles; see how education affects number, kind of jobs. Counselor benefits include: plans student schedules; prepares printed reports for conferences; saves time for counseling; broadens career planning resources. Grades 6 through adult.

■ Setting Career Goals the Micro Way

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$79 Apple, IBM PC, TRS 80, (For IBM 3.5" disks - add $5)

This microcomputer version of the video program encourages students to make their career plans realistic and useful.

■ Stepping Stones—Skills Software for Vocational and Career Readers

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$249 Ten disks, 1 of each Vocational Readers book, manual

Two new computer software sets that help students work independently to improve critical reading and language skills while they also gain valuable insights into the world of work.

■ Value Search

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$95 Apple II ($99 for Non-Members)

A highly interactive program to help students discover what they really want from a job.

■ Values and the Work Ethic

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$79.95 Apple 5.25", IBM 5.25" or 3.5

Discusses the origin and importance of job success.

■ VOC-Plan Individual Vocational Education Plan

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$89.95 per title (18 titles to choose from)

You can create Individual Education Plans (IEP) for your vocational students in minutes. The plan is printed in a standard IEP format to meet federal regulations and may be used for handicapped, disadvantaged and "regular" students. The program contains over 2,500 short term vocational objectives for most secondary and postsecondary training programs. Each program contains one guide, one program disk, one student disk, plus a data disk for the voational specialy selected. Grades 9-12/Adult Apple or IBM. Video titles: Agricuture, Auto Body, Business Education, Construction, Cosmetology, Data Processing, Drafting, Electro-Mechanical, Electronics, Food Service, Graphic Arts, Health Occupations, Home Economics, Horticulture, Industrial Arts, Marketing, Metals/Welding, and Trans/Auto Mechanics.

A Note to the High School Counselor

If sound career development and guidance services have been delivered at the elementary and middle school levels, the student will be able to benefit more fully from courses in high school. The focus at the high school level should be to:

- Provide opportunities for students to assess and develop abilities, aptitudes, and other personal resources in relation to requirements for chosen careers.
- Acquaint students with specific information concerning education and training programs.
- Provide students with opportunities for future investigation and experience in work settings.
- Provide opportunities for students to acquire additional knowledge of career and educational paths.
- Provide opportunities for further reformulation of career and education/training plans.

The following section provides a listing of classroom activities, reference materials, multi-media aids, and software appropriate for use by students enrolled in grades 9-12.

Classroom Activities

■ Activities for the Occupational Outlook Handbook

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$15.95 Grades 8-9
$15.95 Grades 10-12

Activities provide students with learning experiences that will help them more effectively use the current and future editions of the OOH. Package of ten.

■ Aspirations Program

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$4.95 Chart and Teacher's Guide
$7.95 Workbook (consumable)

Lead students toward an appropriate career cluster, rather than specific careers, with this program.

■ Basic Skills Applications in Career Investigation

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$16

This manual includes over 50 hands-on activities which allow students to apply mathematics, science, communications, social studies, and employability skills to over 75 career opportunities.

■ Becoming A Champion --Grades 6-12

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284

Personal Skills Survey, package of 25 1-4 packages each $37.50; 5-10 packages, each $35; 11 and over packages, each $32.50.

Personal Skills Map—identifies students needing to make a change, then used with those students for in-depth look at problems, package of 10, 1-4 packages, each $50.; 5-10 packages, each $47.50; 11 and over packages, each $45. Interpretive Guide—gives teacher interpretation of 14 scales of Personal Skills Map, free.

Becoming a Champion Teacher's Guide, reproducible, $95.

Becoming a Champion Personal Success System and Student Workbook, reproducible, $95.

Becoming a Champion Skill Builders and Activity Guide Booklets—reproducible for each student, provides 9 to 16 page booklet for eleven skills measured by Personal Skills Map, $95.

Winning Colors Personality Identifier, set of four color cards, 20 sets per package, $200.

Winning Colors Teacher Power Pack, reproducible (6-12), $95.

Becoming a Champion Mentor Guide, reproducible, $95.

■ Breadwinners

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$10 Copy Masters

Breadwinners is a program of 34-copy masters for preparing the student to enter a vocational program.

■ Care Kit (Combining Activities with Real Experiences)

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$19.75

Contains individualized packages of work-related activities in 67 topical areas. The print material includes 67 activities (each with six options), 140 student worksheets, 24 case studies, and 5 games. Packets are available as an optional item.

Notes

Notes

■ Career and Life Skills Series

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$6.50 each

Knowing Yourself—Learning About Your Skills, Values, and Planning Your Life.
Making Decisions—Learning To Take Control of Your Life.
Your Career—Thinking About Jobs and Careers
Career Preparation—Getting the Most From Training and Education
These workbooks provide useful and specific career and life planning techniques through the use of interesting narrative, a variety of checklists, and other interactive exercises.

■ Career Choices

Advocacy Press, PO Box 236, Dept. S2, Santa Barbara, CA 93102-0236, (805)962-2728
$19.95

This course was especially developed for use with high school core curriculum in the English/Language Arts Department. The Instructor's and Counselor's Guide includes reading and vocabulary lists.

■ Career Development Workbook

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$11.85 set of 30

Contains ready-to-use student activities based on the Wisconsin Developmental Guidance Model (WDGM) career and vocational competencies.

■ Career Exploration Activities Booklet

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$17.75 package of 10

This 48-page activity booklet will help students explore the many facets to be considered in examining occupations.

■ Career Exploration Tool, You Can Be What You Want To Be

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$9 set of 25 ($11 for Non-Members)

AVA's popular "career quiz" is the perfect tool to help high school students narrow their fields of interest before deciding which course of study to follow. Lively tabloid format is easy to use. Sold in sets of 25 and 100.

■ Career Guidance Unit for The Classroom Teacher 9-12

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$3.25

A career exploration unit designed to be used by the classroom teacher in a secondary setting who may or may not have special expertise in career education.

■ Career Investigation Curriculum Guide

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$18

Daily lesson plans, lesson task analyses, special needs modification, and references and resources used in career guidance.

■ Career Key

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$15.95 Package of 10 booklets and 1 manual

Career Key is designed to help youth and adults become more self-reliant and competent in their career exploration and decision making.

■ Career Opportunities

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$30 Teacher's Guide
$12 Student Manual,
($9 Order 6 or more)
$12 Spanish Translation,
($9 Order 6 or more)

Units include how to locate information about occupations, orientation to the occupational clusters, supplemental activities section for use with all cluster units, agribusiness and natural resources, business and office, communications and media, construction, consumer and homemaking, environment, fine arts and humanities, health, hospitality and recreation, manufacturing, marine science, marketing and distribution, personal services, public services, and transportation.

■ Career Orientation Planning Profile (COPP)

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$65 School starter set for 30 students
$30 Class review set

Builds self-esteem/self-awarencss and provides assurance that instruction IS tied to career choice. Enhances understanding of each student, brings counselors into the curriculum, enhances student motivation, provides state and local profiles of student interests, self-assessments, and work experiences and helps build partnerships between schools and employers. School starter set, classroom review set and forms.

■ Career Planning Workbook: From Astronaut to Zoologist

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$12.50

The workbook emphasizes the need to plan for the future. Activities explore the concepts of family and career, women and the world of work, etc.

■ Career Targets: A Career Exploration and Educational Planning Guide

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$1.95 each booklet
$19.50 package of 10

An assessment and activities consumable booklet designed for grades 6-10. The three part program includes a self-administered, self-scored assessment; career exploration through clusters; educational awareness culminating in a high school plan. Teacher's Guide with lesson plans available.

■ Comprehensive Guidance Kits

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$80. Secondary (9-12)

Kit contains an operations manual that covers structural and programmatic components, implementation steps, how to involve others, and personnel and program evaluation procedures. Has approximately 250-300 guidance learning activities.

■ Contemporary Concerns of Youth

Shirley Schwarzrock
American Guidance Service, 4201 Woodland Rd.,PO Box 99, Circle Pines, MN 55014-1796, 1-800-328-2560
$48.50

This small-group discussion program lets you help your students share their feelings and discuss topics they really care about. Discussion is enhanced with activities like role-playing, brainstorming, journal writing, and team projects. Choose any of the 36 units in any order to meet the interests of your group. The units are divided into four categories:
Know Thyself—explores self-image, handling disappointments, goals, and responsibility.
Relationships to Others—discusses relationships with parents, family, and

Notes

Notes

friends.
Survival Skills—focuses on effective communication skills, finding a job, making decisions, and peer pressure.
School Related Concerns—explores grades, student-teacher relationships, and balancing schoolwork with recreation.
Materials included: manual; 85 duplicating masters; posters; communication cards.

■ COPSystem Comprehensive Career Guidebook

EdITS, PO Box 7234, San Diego, CA 92167, (619)222-1666
$136.50 Guidebooks, package of 25

The Guidebook is designed to provide in depth interpretation of the COPSystem inventory scores and to create better student self awareness in terms of interests, abilities, values, study habits, and knowledge of the local job market. It may be used in a career course lasting a few weeks and utilizing the COPS Interest Inventory, the CAPS Ability Battery, the COPES Work Values and the SAMS Study Attitudes and Methods Survey or any combination of two or three instruments.

■ Deciding: A Leader's Guide

Gelatt, Varenhorst, and Carey
The College Board, 45 Columbus Ave., New York, NY 10023-6992, (212) 713-8165
$6

For junior high school and high school students, this three-part course shows how values, information, and strategy play a part in making decisions about life and personal problems. A variety of student exercises are included. 100 pp.

■ Decision Making and Problem Solving: The Process Approach

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$99.95 Reproducible package, one Student's Edition, one Teacher's Edition.

Helps students make decisions, then turn them into action plans. The text is easy to understand—sixth grade (Fry) reading index. Includes Teacher's Edition with objectives, teaching strategies/lessons, suggested answers, information on how to use with students in special need. Meets guidelines for state-mandated curricula directed toward making, and managing decisions.

■ Developmental Guidance Classroom Activities

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$21 each set

The set(s) provides ready-made teacher/counselor classroom or group guidance activities which are correlated to the NOICC Developmental Guidance Model.

■ Developmental Guidance Classroom and Small Group Activity Guides

Vocational Studies Center, University of Wisconsin-Madison, Publications Unit, Department AI, 1025 W. Johnson Street, Room 964, Madison, WI 53706, (608) 263-2929
$30 7-9 grade level
$30 10-12 grade level.

Provide ready-made teacher/counselor classroom or group guidance activities correlated to the National Career Development Guidelines.

■ Economic and Societal Factors

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$30 Teacher's Guide
$11 Student Manual
($8 Order 6 or more)
$11 Spanish Translation
($8 Order 6 or more)

Units cover job acquisition on-the-job relations, communications, understanding the paycheck, personal money management, completing government-regulated work

tasks, laws affecting you as a worker, changing jobs, and free enterprise.

■ Education for Employment Classroom Activities

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$21 each set

Provides ready-made teacher/counselor classroom activities for use at each grade level to address the requirements of Education for Employment standards.

■ Educational and Career Planning

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$18 Teacher's Guide
$9 Student Manual,
($8 Order 6 or more)
$9 Spanish Translation,
($8 Order 6 or more)

Learn to take control of your life. Units include goals, decision-making, a look at the future, making career plans, exploring the high school curriculum, making a tentative four-year schedule, and education/training alternatives after high school.

■ Exploring Career Worlds

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$19.95 Package of 10

An activity book that helps students learn more about themselves and the world of work. It includes 24 activity pages within three parts.

■ Futuristic Exercises: A Workbook for Emerging Lifestyles and Careers in the 21st Century and Beyond

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$13

To prepare for the future you must get rid of past assumptions. This book uses a series of 460 exercises to help prepare for the future and to develop the "futuristic attitude."

■ Going to Work

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$9.10 Set of 15

For high school students and adults who intend to go into the world of work rather than pursue more formal education. The workbook will help the individual to learn critical job-seeking skills as well as job-keeping skills.

■ High School Career-Course Planner (HSCCP)

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$.75 Folder

The planner is designed for 8th, 9th, and high school transfer students to develop a high school course plan consistent with self-assessed career goals.

■ I Am Already Successful: Getting Motivated, Being Me

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$12 Instructor's Manual
$7 Workbook

Increase your student's self-esteem, confidence and motivation with this workbook. It will help to build concrete verbal and written communication skills, planning, organizing, cooperation, and goal setting.

■ Improve Your Grades

Veltisezar B. Bautista
American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$9.95

Notes

Notes

A passport to school and career achievements, with specific practical details about intelligence and the human brain, effective study techniques, test-taking strategies, success systems that work, case histories.

■ Job Box Worksheets

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$12.90

Follow-up activity sheet masters created to help students increase their understanding of the workplace and of themselves.

■ Job Market

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$48 ($53 for Non-Members) set of 100

This handy eight-page tabloid is packed with information on today's emerging careers and tips for getting into fields with the greatest potential employment.

■ Karl's 101 Handy Handouts

Educational Development & Training Center, East Texas State Univ., Commerce, TX 75429 1-800-356-EDTC
$48.95 each,
Order 6 or more $39 each

Create an avalanche of sparkling new ideas to increase student motivation and involvement. Comes in a 3-ring binder with over 220 pages of cleverly designed handouts, excercises, activities and complete how-to lesson plans. Each handout is reproducible and can be made into unique and eye-catching overhead transparencies to add pizazz to your lesson.

■ Keep that Job: the Game

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$48 each

Introduces high school students and adults to daily work situations which occur on every job and to the decisions they will need to make.

■ More Choices

Advocacy Press, PO Box 236, Dept. S2, Santa Barbara, CA 93102-0236, (805)962-2728
$15.95 More Choices
$14.95 Instructor's Guide
$4.95 Workbook

Introducing new strategies for new times...how to plan for mixing career and family.

■ Passport to Employment

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$14.60 Set of 30

Workbook which helps high school students create a first-time resume.

■ Planning Your Future: What About Tomorrow?

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$1.95 each
$17.95 Package of 10

A 16-page job world booklet which stresses the need to establish life and employment goals.

■ PREP

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$11.85 Set of 30

PREP is a workbook designed to help student/clients develop an understanding about themselves and the world of work.

■ Reasoning Skills on the Job

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$895 Print
Complete System: All 12 career clusters and 7 Remediation Units, Teacher Guides with Answer Sheets, more.
$1,995 Apple II 5.25" or IBM 5.25" or 3.5"

Perhaps no other workplace basic skill is as important as the ability to use one's

head to solve work-related problems. This program diagnoses and then remediates critical thinking and reasoning skill deficiencies.

■ Self-Appraisal

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$14 Teacher's Guide
$8 Student Manual
($5 Order 6 or more)
$8 Spanish Translation
($5 Order 6 or more)

Units include understanding yourself, attitudes, interests, abilities, aptitudes, leadership, and coping with change.

■ Self-Esteem in the Classroom: A Curriculum Guide (1-12)

Jack Canfield
ERIC/CAPS, 2108 School of Education, The University of Michigan, Ann Arbor, MI 48109-1259, (313)764-9492
$65

Provides over 200 tested activities for all grade levels. A highly practical and well received guide useful for group and classroom settings by one of the pioneers in the field. (Self Esteem Seminars) 379 pp.

■ Student Entrepreneur's Guide

Brett Kingstone
American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$12.95

This book is a basic "how to" guide for students who are interested in starting their own part-time small businesses.

■ Thinking, Feeling, Behaving: An Emotional Education Curriculum for Children and Adolescents

Ann Vernon
American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$29.95 regular price
$25.95 member price

This comprehensive guide of ready-to-use programs includes step-by-step activities to help children and adolescents learn to cope effectively with the emotional challenges of growing up in today's society. There are exercises for improving self-acceptance; understanding and coping with feelings, negative beliefs and behavior; and games for improving problem-solving/decision-making skills. 243 pp.

■ You Can Be What You Want to Be

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$35 for 100 Member
($40 Non-Member)

"Career Quiz" is the perfect tool to help high school students narrow their fields of interest before deciding which course of study to follow. Lively tabloid format is easy to use.

■ Winning The Career Game

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$38 each High School Version
$38 each 3rd Grade Reading Level—Easy Reader

This "Game" helps students become aware of job titles found in the work force and identify what people do in those jobs. Question cards for 160 different job titles use human and student-oriented language.

■ WPS Career Planning Program

Buck, Daniels, Harren, Krimsky, Moreland, and Wang
Western Psychological Services, 12031 Wilshire Boulevard, Los Angeles, CA 90025, 1-800-648-8857
$175 Kit (includes 5 Student Handbooks, 1 Leader's Handbook)

Designed to help students select a field of study or an occupation, this program

Notes

Notes

makes an ideal curriculum in career planning for any high school or college.

■ Work Activities Interest Checklist

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$14, package of 30

This assessment will help users identify their interests in ten types of activities, rate them, and use the ratings in selecting work activities (related to the 66 Worker Trait Group numbers).

■ Work Behavior Training Program

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$240, Price includes 50 folders, 34 full-color posters, Instructor's Guide, and 34 Instructional Cards.

Prepares your students for the work place, and helps them: learn appropriate work skills; recognize both potential and real problems; develop self-evaluation and self-guidance through step-by-step training; experience success—not failure.

■ Work Situations Temperament Checklist

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$14 package of 30

Career satisfaction and/or successful job performance involves more than knowledge and skills and liking what you do. As a worker, you must be willing to adapt to or cope with many kinds of job situations.

Reference Material

■ America's 50 Fastest Growing Jobs

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$9.75

There are over 20,000 job titles in the U.S., but over 80% of all workers are employed in just 300 or so. This book selects 50 of these jobs and describes the skills and training required, pay rates, growth projections, working conditions and related jobs.

■ Barron's Student Success Secrets

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$7.95 (3rd Ed.)

Presents self-hypnosis techniques to help students build motivation, self-confidence, and basic academic skills.

■ The Beginning Quick Job-Hunting Map

Richard N. Bolles
Consulting Psychologists Press, Inc., 3803 E. Bayshore Rd, PO Box 10096, Palo Alto, CA 94303, 800-624-1765
$4

A shortened version of Bolles' exploration process, The Beginning Quick Job-Hunting Map is a practical book of exercises designed to help people make a successful career change.

■ Career Action Plan

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$7.95 softcover

This plan helps young people develop the critical life skills necessary to plan for and find work while creating a realistic career plan.

■ Career Awareness Plus

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$59.40 Set of 12 books
Reading level: 2.0-3.5
Interest Level: 6-adult/ABE

This carefully developed program gives students a chance to learn about jobs at stores, restaurants, hospitals, and ho-

tels/motels. Students will become familiar with the duties and vocabularies in each field of work.

■ The Career Box

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$93

A companion to The Job Box, The Career Box features occupations (in six areas) that require reading skills at the 4-6 grade reading level. Contents: 56 booklets and teacher's guide in an attractive box.

■ Career Directories

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$19.95 each title

Each of these Career Directories features up to two dozen articles by top professionals in each field, a basic but comprehensive job search section, and detailed listings of hundreds of top companies in each field. Titles include: Business And Finance Career Directory; Travel And Hospitality Career Directory; Advertising Career Directory; Marketing And Sales Career Directory; Public Relations Career Directory; Newspapers Career Directory; Magazines Career Directory; Book Publishing Career Directory. Each article is 256 pages.

■ The Career Emphasis Series

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$6.95 each
$15 All four books

This series is unique in that it identifies the career planning skills most likely to result in increased long-term earnings for adults without college degrees. Titles include: (1) Understanding Yourself—Identifying Your Interests, Skills, Values and Life Style Preferences; (2) Making Good Decisions—Decision Making Techniques for Your Career and Your Life; (3) Preparing For Work—Setting Your Objectives, Education and Training Options, Skills for Success; (4) Getting A Good Job and Getting Ahead—Effective Strategies for Finding a Job and Adjusting to Change.

■ Career Explorations in Human Services

William G. Emener and Margaret A. Darrow Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service
$49.75

This book provides an excellent exploration of 15 human service careers/professions that are a critical entity of the human service industry in the United States today.

■ The Career Mystery: Whose Decision Is It, Anyway?

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$6

The materials included in this booklet represent a specific application of an ecosystem model of career decision-making proposed by M. Harry Daniels and Lorna Hecker McGregor.

■ Career Options Planner

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$10.75 Set of 30

Career Options Planner is a record folder for students/clients designed to provide an organized method of keeping track of career exploration and career decision-making activities.

■ Career Orientation and Preparation for Teen Parents Curriculum

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$6.50

Describes a course in career orientation and preparation for teen parents.

Notes

Notes

■ Career Planning and Development For College Students

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$17.95 Softcover
$29.95 Hardcover

The goal of this book is to teach students how to explore careers, chart career paths, find appropriate jobs or graduate schools, and progress toward their career destinations. 428 pp.

■ Career Skills

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$8.95 each
$85.50 All 10 units

Each of the units listed consists of 16 to 24 duplicating masters with puzzles, games, and independent exercises. Titles: Career Awareness; Self-Awareness; Finding A Job; Applying For A Job; The Interview; Job Information; Job Thinking; Job Attitudes; Leaving A Job; Personal Independence.

■ Career Shock

James C. Cotham
Consulting Psychologists Press, Inc., 3803 E. Bayshore Rd, PO Box 10096, Palo Alto, CA 94303, 1-800-624-1765
$23.50

A "how-to" manual for jump-starting your career. When you realize that where you are in your career is not where you want to be...or you feel you may have stalled out on your long-term career goals, it's easy to fall into career shock, or even panic.

■ Career World

Weekly Reader Corp., 4343 Equity Dr., Columus, OH 43228
$6.95 per student per school year. minimum of 15.

Up-to-date informtaion and articles on employment issues written for students. Published monthly from September to May. Magazine format.

■ Careers and the Engineer

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$12.95

Designed to help an engineering student carefully and thoughtfully select an industry, a job function, and a particular company.

■ Careers Encyclopedia

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$29.95

Presents hundreds of pages of valuable information on 180 careers, from accounting to wholesaling. Contains names of professional associations throughout the United States where additional information can be obtained. One 464-page hardbound book.

■ Careers: Exploration and Decision

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$84 Ten copies plus Teacher's guide

A concise text on career selection and career planning to help students find satisfaction and fulfillment in their working lives.

■ Careers for Bookworms and Other Literary Types

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$8.95

Details opportunities for readers in education, publishing, libraries, journalism, think tanks, museums, film, broadcasting, the public sector, and more. 115 pp

■ Careers for Sports Nuts

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$8.95

The perfect guide for anyone hoping to turn a passion for sports and fitness into a career.

■ Careers for You Series

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$9.95 each or $49.95 for the set of 6.

These entertaining and educational books describe career possibilities for those whose interests lean toward occupations in the humanities, services, sports, and travel. Titles include: Animal Lovers and Other Zoological Types; Good Samaritans and Other Humanitarian Types; Travel Buffs and Other Restless Types; Foreign Language Speakers and Other International Types; Bookworms and Other Literary Types; Sports Nuts and Other Athletic Types.

■ Careers that Count

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$98

This well-written, concise series of over 300 occupational briefs covers entry level through professional careers organized according to Worker Trait Group arrangement. Each graphically-enhanced brief shows: job duties and responsibilities; work activities and work situations; essential skills; related high school courses; future employment outlook; type and amount of training or education necessary; related occupations; professional organizations; and sources of additional information. One set of 300 occupational briefs, user's guide, and student activities packet.

■ Careers Tomorrow: the Outlook for Work in a Changing World

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$7.95

Essential reading for anyone changing careers, planning programs, or counseling people for jobs in the future. 160 pp.

■ Careers Without College

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$9.95

This informative book describes more than a dozen lucrative and challenging careers that do not require a college degree. Covers everything from entry to compensation, working conditions, and suggested career paths.

■ Changing Workplace: Career Counseling Strategies for the 1990's and Beyond

Carl McDaniels
American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$26.95 ($30.95 for Non-Members)

Presents a comprehensive analysis of tomorrow's workplace, exploring diverse visions of the occupations, and work settings of the future. 280 pp.

■ Choosing a College

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$9.95

Shows students that choosing a college—from where to apply to where to go—is a skill they can learn through a step-by-step process.

■ Cluster File

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$341

The Career Cluster File is arranged according to 15 occupational clusters. The Cluster File contains all 167 briefs, all 341 summaries, all 90 job guides, and all 80 training guides.

Notes

Notes

■ Cluster Packets

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$998 Save $153.25 when your order the Set (874 mini-briefs)
Individual briefs vary in prices

In these packets, occupations are grouped into the 15 areas recognized by the U.S. government. Each cluster packet contains a selection of mini-briefs (mini-briefs are 8 ½" x 11" cards which help answer students' most often asked career questions including: school subjects that pertain to the particular career, education needed, occupational future, salary range, etc.). Also included are a pre/post test, activities, career ladder, and survey and mock interview worksheets. Contents: Mini-briefs, teacher's guide, duplicator masters.

■ College-Major Careers Kit

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$280

Interrelates college majors, possible job opportunities and career descriptions. Ideal for students planning college; students already in college; and college graduates exploring career possibilities. Ninety of the most widely offered majors are referenced to 370 careers that are described in the briefs and summaries filed alphabetically in the kit. Also includes a one-year subscription to the Guidance Service. Contents: 132 briefs, 237 summaries, 1 set of college-major reference cards, and 1 college card sort set.

■ The Computerized Society

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$8.95 ($9.95 for Non-Members)

The best and most pertinent articles on the future of work have been extracted from *The Futurist* magazine and compiled in this illustrated paperback. 159 pp.

■ COPSystem Career Briefs Kit

EdITS, PO Box 7234, San Diego, CA 92167, (619)222-1666
$100

The Career Briefs Kit contains over 400 cards which describe occupations.

■ COPSystem Career Cluster Booklets

EdITS, PO Box 7234, San Diego, CA 92167, (619)222-1666
$160

The COPSystem Career Cluster Booklets present detailed and comprehensive descriptions of each of the 14 occupational clusters for career exploration and investigation.

■ Designing the Future

ACE Distribution Service, Fairchild Hall, Rm 304, Kansas State University, Manhattan, KS 66506 (913)532-6540
$52 Workshop, VHS, shipping included

An innovative career development video workshop which is for elementary and high school teachers, counselors, administrators, parents and business community representatives. 30-min.

■ Desktop Careers Kit

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$368

Each of the 800 career descriptions is thoroughly researched and professionally prepared and includes detailed occupational information. Includes 167 briefs, 341 summaries, 90 job guides, 100 reprints, 60 professional reports and 80 training guides.

■ Directory of American Youth Organizations

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$16.95

A guide to over 400 clubs, groups, troops, teams, societies, lodges, and other organizations. Groups are listed according to hobbies and special interests, sports, school subjects, and religion. A DO SOMETHING! book for kids who want to get involved.

■ Dictionary of Holland Occupational Codes

Gottfredson, Holland, and Ogawa
Consulting Psychologists Press, Inc., 3803 E. Bayshore Rd, PO Box 10096, Palo Alto, CA 94303, 800-624-1765
$20

All 12,099 occupations listed in the Dictionary of Occupational Titles (DOT) (U.S. Department of Labor, 1977) are linked to the RIASEC code classification system through this monumental work.

■ Dictionary of Occupational Titles Revised

Educational Development & Training Center, East Texas State Univ., Commerce, TX 75429 1-800-356-EDTC
$40 (includes postage)

New hard cover guide contains 12,741 occupations with occupational definitions reviewed and re-formatted, significant improvements in technical quality of new information and additional information based on on-site observations of over 10,000 jobs—first revision since 1977.

■ Discover What You're Best At

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$10.95 softcover

A complete career system that lets you test yourself to discover your own career abilities to put you on the right job track. The book's unique National Career aptitude System enables you to identify not only your interests but also your innate talents and potential skills.

■ The Encyclopedia of Careers and Vocational Guidance

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$129.95 Four volume set

This new edition looks forward to the exciting career opportunities of the 1990's. Each of the 76 industry groups contains the information on history and general information, careers available, educational requirements, industry outlook, and sources of additional information and related articles. Each occupational article includes a description of the job, educational or training requirements, methods of entering the particular field, advancement opportunities, earnings, social and psychological factors, history, nature of the work, special requirements, opportunities for experience and exploration, employment outlook, and conditions of work. It lists hundreds of sources for additional information including associations, journals, and other publications.

■ The Enhanced Guide for Occupational Exploration

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$29.95

For the first time, accurate descriptions of the 2,500 jobs held by over 95% of the workforce are available in one career reference guide. 591 pp.

■ Entrepreneur's Master Planning Guide

Welsh and White
American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$17.95 ($21.95 for Non-Members)

This book will serve as a teaching reference book as students are introduced to entrepreneurship. 408 pp.

■ Exploratory Careers Kit

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$298

The Exploratory Careers Kit is an excellent basic career information source. The completeness and simplicity of this kit

Notes

Notes

make it an ideal source for following up interest inventory test results and classroom career exploration assignments. The Exploratory Careers Kit contains all 167 briefs, all 341 summaries, and all 90 job guides.

■ Exploring Careers

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$16 Student Guide
$11 Instructor's Manual
$30 Workbook (package of 20)

Lots of contemporary photos of people in actual work settings and a high interest narrative about real workers complement this publication.

■ Exploring Career Series

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$12.95 each
$389 Complete Series of 34 books

The Exploring Careers books provide a clear, concise, and interesting presentation of a variety of specific occupations. Includes one 100-200 page book each. Titles: Careers—The Future Today; Careers—Go For It; Careers—Job Satisfaction; Careers—Professional Advantage.

■ Full Disclosure— Do You Really Want to Be a Lawyer?

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$11.95

An inside account of what REALLY goes on in law school and law practice.

■ Futuristic Exercise: A Workbook for Emerging Lifestyles and Careers in the 21st Century and Beyond

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$13

The first step in preparing for the future is to rid oneself of basic assumptions linked to the past.This book uses a aseries of 460 exercises to help prepare for the future and to develop the "futuristic attitude" so important if one is to take advantage of what tomorrow offers. Intended as a guide, workbook, or text for group or classroom activities.

■ Great Careers: The Fourth of July Guide to Careers, Internships, and Volunteer Opportunities in the Nonprofit Sector

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$35

Great Careers was written by a team of professional college planning and placement counselors. Chapters cover such topics as animal rights, arts, children and youth, consumer advocacy, education, energy and environment, government, homelessness, international internships. labor unions, legal aid, social action, social work, agriculture, urban planning, women's issues, and much more. The book is designed to become the standard reference on service and related careers.

■ Group Counseling for Secondary Schools

Dorothy J. Scrivner Blum
Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service
$33.75

The plans in this book are "how to" strategies written by school counselors for school counselors.

■ Guide for Occupational Exploration

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$24

New enhanced version that is essential for career exploration and decision making. Includes questionnaires linking school subjects, hobbies, experience, etc., to over 12,000 jobs.

■ Health Careers Kit

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$112

Use as a counseling tool to provide career information to students who show interest in entering health occupations. Provides career information on 150 health careers-skilled, technical, semi-professional, and professional. Includes 47 briefs, 65 summaries, 8 job guides, and 32 training guides.

■ Interviewing Methods for Enrolling, Guiding and Retaining Students: for Counselors, Guidance Personnel, Financial Aid Officers, and Admission Counselors

Thomas J. Audley and Charles F. Dorlac Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service.
$38.25

The authors illustrate interview opportunities that enhance enrollment management. Some of the applications that can be used with this technique are recruitment, admission, placement, scholarship, financial aid, course selection, program planning and career development.

■ It's Your Life...Take Charge

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$59 each

Heightens at-risk students' awareness of factors involved in dropping out, the need for staying in school, and the process of making choices. 20 min. VHS.

■ The Job Box

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$93

The box contains 56 photo-illustrated booklets describing entry level jobs that can be successfully performed by persons reading at the second to third grade level. Reading level: 2.5-3.0. Interest level: 7-12. Includes: 56 booklets, teacher's guide, attractive display box.

■ The Job Doctor

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$5.50

This concise book tells students how to go about the process of job hunting. 103 pp.

■ Job Hunting Map

Richard N. Bolles
Consulting Psychologists Press, Inc., 3803 E. Bayshore Rd, PO Box 10096, Palo Alto, CA 94303, 800-624-1765
$8.50

Consider what a client enjoys most and look for a job that uses those skills. The map is an updated version of the Quick Job Hunting Map from What Color is Your Parachute? This invaluable resource helps job seekers pinpoint the skills they most enjoy using, then look for a job that puts those skills to work.

■ JOB-O Dictionary

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$1.75 each

Notes

Notes

A source book of comprehensive, simply presented job information that provides the student, teacher, and counselor with the following: definitions and duties of the job titles used in JOB-O and E-WOW; related job titles to expand job awareness; listing of unusual jobs and jobs of the future.

■ Job Opportunities for Business and Liberal Arts Graduates 1991

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$19.95

Details hundreds of organizations that are recruiting employees in the areas of business and management.

■ Job Opportunities for Engineering, Science, and Computer Graduates 1991

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$19.95

Describes over 1,000 manufacturing, research, consulting, and government organizations hiring technical graduates this year.

■ The Job Outlook for College Graduates to the Year 2000

Consumer Information Catalog, Consumer Information Center-2A, PO Box 100, Pueblo, CO 81002 (U.S. General Services Administration)
$1

Describes employment opportunities for college graduates in the current decade. 8 pp.

■ The Job Outlook In Brief

Consumer Information Catalog, Consumer Information Center-2A, PO Box 100, Pueblo, CO 81002 (U.S. General Services Administration)
$2

Projects job prospects for 250 occupations to the year 2000. 48 pp.

■ Jobs '91

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$14.95

You'll find completely new trends and forecasts for 1991, more career areas and jobs, and new career best bet companies and jobs, making this what many have called "the most comprehensive job guide on the market." 575 pp.

■ The Jobs Rated Almanac

Les Krantz
American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$14.95

This handy reference ranks the best and worst jobs by more than a dozen vital criteria including salary, outlook, stress, benefits, travel, physical demands, security, environment, and where the jobs are located. 349 pp.

■ Joyce Lain Kennedy's Career Book

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$29.95 Hardcover
$18.95 Softcover

This information packed book guides readers through the entire career decision-making process. Features identity inventories that help readers determine interests, aptitudes, skills, academic abilities, values, personality traits, and lifestyle preferences; advice and exercises that establish and achieve realistic goals and objectives; up-to-date information on key occupational areas; guidelines and checklists to help select a college or votech school; tips on how to construct an effective resume, advice on interviewing; and guidelines for giving a career regular checkups. 448 pp.

■ Life Plan

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$6.95 softcover

A book that helps young people make the important decisions about their lives and careers.

■ Matching Yourself with the World of Work

Consumer Information Catalog, Consumer Information Center-2A, PO Box 100, Pueblo, CO 81002 (U.S. General Services Administration)
$1

Requirements, prospects, and earnings for 200 occupations. 10 pp.

■ New Emerging Careers: Today, Tomorrow, and in the 21st Century

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$15

New Emerging Careers explores the jobs which will develop from the changing technology in the field of lasers, robotics, telecommunications, aerospace, superconductivity, and biotech.

■ Occupations Digest 1988-90

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$36 softcover

Provides descriptions of 450 occupations including wage information, work places, method of entry, working conditions, moving up in the job, and worker components. Illustrated throughout. Grades 6 to adult.

■ Occu-Facts

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$38 softcover

The 565 careers in this book are organized by 20 of the Standard Occupational Classifications cluster groupings, making it easy to refer to occupations that have similar aptitudes, interests, and work activities. Each career description provides thorough information on the occupation. 600 pp.

■ Occu-File

Career Briefs
CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$199 file cards, box and divider cards

This complete career study program contains detailed information on the careers that represent 90% of the American work force. Occu-File consists of 335 printed career briefs organized by required educational levels.

■ Occupational Briefs

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$391 Complete set of over 600 Occupational Briefs - bound in 5 vinyl binders. D.O.T. order, coded dividers, 678DOX filing plan guide, one-year punched Brief Subscription.
$749.95 File Box Format: Chronicle G.O.E. Occupational Library
$799.95 File Box Format: Chronicle D.O.T. Occupational Library.

Occupational Briefs are the most reliable resources available for over 3,500 occupations, covering 95 percent of the occupations in the nation's workplace. Each 4-page to 8-page profile is written by a free-lance author, then painstakingly researched and reviewed by Chronicle staff and authorities.

■ Occupational Library

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$1097.95 Includes over 700 occupational publications published in last four years filed in hanging and manila folders, metal filing cabinet, one-year 3-in-1 Subscription, Occupational Library Guide.

Get 700 + Occupational Briefs and Occupational Reprints in D.O.T. or G.O.E. filing plans, ready to use. Plus a one-year

Notes

Notes

3-in-1 Subscription. Everything you need for a portable career system!

■ Occupational Outlook Handbook

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$16

The Occupational Outlook Handbook is America's most widely-used career reference.

■ Occupational Reprints

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$62 (about 140 titles, file guide, unbound)

Features selected articles on occupations from periodicals, trade and technical journals, in-house publications, national associations. Gives timely information on college planning, special needs, finding and holding a job.

■ Offbeat Careers

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$6.95

Offbeat Careers lists jobs for those not interested in typical 9-5 jobs (for instance, kibbutznick, square dance caller, brewmeister, clown, steeplejack).

■ Opportunities in...Series

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$12.95 Individual titles each
$1617 Series 140 Books

These series of books are a wealth of clear, direct guidelines for helping readers who need comprehensive information for making immediate choices about education, the job situation, and career choices. They are designed to provide a look at many exciting career fields and are written in an easy-to-read style. Each book is app. 160-page illustrated hardbound edition. Titles: Arts and Design Careers—13 books $129.85; Communication Careers—14 books $145.05; Business and Management Careers—13 books $132.30; Office and Computer Careers—12 books $121.90; Pub/Social Service Careers—14 books $142.65; Service Occupations—6 books $62.15; Scientific and Technical Careers—13 books $129.85; Building, Industrial, and Mechanical Service Careers—18 books $186.48; Health and Medical Careers—19 books $194.40; Ecology and Environment Careers—6 books $62.15; Fitness and Leisure Careers—6 books $62.15; Travel and Leisure Careers—6 books $62.15.

■ Pacemaker Career Readers

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$43 one copy each title
$330 one hundred books (10 of each title) two teacher's guides

Ten career exploration books for students whose choices are limited because they have reading difficulties. Helps students learn bout the career selection process and develop skills for improving reading.

■ Paralegal: An Insider's Guide to the Fastest-Growing Occupation of the 1990's

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$10.95

Gives readers the first insider's look at what it's like to be a paralegal, as well as advice on how to enter the profession and succeed in it.

■ The Right Job for You

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$7.50

Includes practical and useful information on identifying your skills, reviewing your life experiences, defining the ideal job for you, matching yourself to over 300 jobs, education and training options, and mak-

ing good decisions about your career and life.

■ Seals +Plus: Reproducible Activity-Based Handouts Created for Teachers and Counselors

Wellness Production, Inc., 23945 Mercantile Rd., Beachwood, OH 44122-5924, 1-800-669-9208, ext. 201.
$50

Includes 75 pages of reproducible activity-handouts and 150 activity ideas, addressing 15 areas of concern to today's youth.

■ The School of Visual Arts Guide to Careers

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$12.95

This book provides valuable information to any student or professional considering work in fields ranging from photography, graphics, art direction, film, and video to the fine arts.

■ Skills for Living: Group Counseling Activities for Young Adolescents

Rosemarie S. Morganett
American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$28.95 regular price
$24.95 member price

Everything you need to create and conduct skill-building group counseling activities for young adolescents. 229 pp.

■ Special Interest Occupational Briefs

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284

Chronicle Occupational Briefs—High School
Includes: Two 3-ring binders, 250 + Briefs on occupations requiring high school education or less for entry; reprints on finding and keeping a job; Ideal for JTPA and other agencies. $121.50

Chronicle Occupational Briefs—Vocational
Includes: Two 3-ring binders; 250 + Briefs on occupations requiring secondary or postsecondary vocational training for entry; reprints on finding, keeping a job; educational requirements for each job described. $125.50

Training Today: Careers Tomorrow
Lists: About 150 careers with above-average growth; occupations with at least 20% increase in new openings to the year 2000; Sources: U.S. Department of Labor, review of Chronicle Occupational Briefs Employment Outlook. $119.50

Chronicle Sports Careers
Includes: 15 Briefs, reprints, professional articles; 3-ring binder for flexibility, convenience. Popular with coaches, counselors, and students. $24

■ Straight Talk on Careers: 80 Pros Take You into Their Professions

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$15

A leading lawyer, a computer systems analyst, a top motion picture director, an Army tank commander, a professional football quarterback, an elementary school teacher, a state highway engineer, and 73 other working professionals talk about their jobs—what they do and how they got there.

■ Three Boxes of Life and How to Get Out of Them

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$14.95 softcover

An introduction to life/work planning.

Notes

Notes

■ Top Professions: The 100 Most Popular, Dynamic, and Profitable Careers in America

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$10.95

Helps readers capitalize on current business and economic trends and describes top careers—from arts and media to engineering sciences.

■ Your First Book of Wealth

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$10.95

This book is directed solely to students but will appeal to a much broader audience—future entrepreneurs and investors who need the basic grounding in business and finance.

■ VGM's Careers Checklists

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$9.95 softcover

Here's the perfect way to help the jobseeker plan a career path and organize a job search. This handy collection of exercises, checklists, and fill-in-the-blank items covers every aspect of career planning, from assessing personal qualities and interests to writing a resume and preparing for an interview.

■ VGM's Career Encyclopedia

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$29.95 Hardcover

Presents hundreds of pages of information on 180 careers, from accounting to wholesaling.

■ VGM Career Exploration

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$9.95 each softcover
$12.95 each hardcover

The VGM Career Books are designed to help students and adults become better acquainted with the world of work and the many career opportunities open to them. Titles range from Art Design to Word Processing.

■ VGM's Handbook of Scientific and Technical Careers

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$12.95

Describes nearly 60 science-related careers detailing the responsibilities of each job.

■ VGM Professional Career Series

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$9.95 each, softcover
$14.95 each, hardcover

Titles available: Careers In Advertising; Careers In Business; Careers In Communication; Careers In Computers; Careers In Education; Careers In Engineering; Careers In Health Care; Careers In Science

■ Vocational School Manual

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$19.98

Lists 4,200 schools, covers 900 programs of study. Information on admissions, costs, enrollment, government job training, aid, and services. 407 pp.

■ What Color Is Your Parachute?

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$12.95

This comprehensive book is the most widely read career planning and job hunt-

ing book ever written and for good reason! 380 pp.

■ Wishcraft: How to Get What You Really Want

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$7.95

This classic provides a step-by-step plan for teachers and guidance counselors to help a student pinpoint goals and make his or her dreams come true.

■ Worker Trait Group Guide

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$24.95

The guide offers a clear explanation of how the world of work can be divided into 12 work areas and further divided into 66 worker trait groups. 496 pp.

■ The World of Work

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$14.50 ($17 for Non-Members)

This comprehensive book forecasts trends in the workplace and how to incorporate models for future vocational education programs. 338 pp.

Multi-Media Aids

■ Attributes for Successful Employability

Agency For Instructional Technology, Box A, Bloomington, IN 47402-0120, 1-800-457-4509
$395 per Level II interactive videodisc module
$14.75 Additional instructor's manuals (includes shipping)

Each of the four modules includes five scenes filmed in a variety of work environments. The flexibility inherent in interactive video permits learners to view, review, and experiment with alternative solutions to problem situations. Requires an IBM InfoWindow Touchscreen or Macintosh Plus, Classic, LC,SE,II,IIsi, or IIfx computer; a Level II videodisc player; and a color monitor.

■ Before Tomorrow Becomes Today

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$84.95 Video
$43.50 Filmstrip/Cassette
$84.95 Interpreted VHS

Live-action video encourages proper planning to realistically determine and attain one's life and employment goals. Time: 8:30 approx.

■ Career and Career Planning: New Tomorrows

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$79 20 min.

An overview of vocational-technical education and its importance to the American Work force.

■ Career Exploration: A Job Seeker's Guide to the Occupational Outlook Handbook, the Guide for Occupational Exploration, and the Dictionary of Occupational Titles

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$50

Explaining these three career information resources is a tough job, but this video uses a visible narrator who walks viewers through the career search process and introduces them to these references books. VHS, color, 21 min.

Notes

Notes

■ Career Exploration and Planning Series

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, Wi 53706, 1-800-442-4612
$79 each
Your Future: Planning Through Career Exploration, Your Interests: Related to Work Activities, Your Temperaments: Related to Work Situations, Your Aptitudes: Related to Learning Job Skills, (discount to WCIS members 30 % off $79.)

Career Exploration and Planning Series is a collection of four videos that start students thinking about their future and help them to use personal information to choose possible career areas. Each video includes a user guide suggesting discussion topics.

■ Career Exploration Video Series

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$79.95

This set of 14 full-motion videos presents career possibilities within each of the occupational clusters. Students see actual on-the-job tasks in a wide range of careers available to all levels of students.

■ Career Goals

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$98 VHS

In the video Career Goals: Your Ladder to Success, students explore the suitability of careers based on self-evaluation, career discovery, career training and career experience through the demonstration of circus acts. One 30 min. video and workbook.

■ Career Opportunities Audiovisual Instructional Presentations

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$30 each slide/tape
$425 All 15 clusters

Each of the following 15 slide/tape presentations consists of a set of 35mm full-color slides, a cassette tape (narrated in both English and Spanish), and an instructor's guide. Presentations consist of slides of workers performing actual work tasks of careers depicted, and the narrative portion includes information concerning the duties, educational/training requirements, personal qualifications, salary ranges, and employment outlook of the careers discussed. Titles include: Agribusiness and Natural Resources; Business and Office; Construction; Consumer and Homemaking; Marketing and Distribution; Communications and Media; Health; Manufacturing; Public Services; Transportation; Marine Science; Personal Services: Fine Arts and Humanities: Environmental; Hospitality and Recreation.

■ Career Opportunities of the Future

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$34.95 VHS

Carolyn McEwen interviews Omivac, the robot designed by Carl Frederick; the Director of Program Development at NASA's Marshall Space Flight Center discusses with Tim Slough what job opportunities will be available in the future; teens discuss what they hope to be doing in ten years. 27 min.

■ Career Planning Steps

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$80

It's Career Day and the students of Miss Waterstone's class want to know the difference between a job and a career. Career resources such as how to use the library, the career center, the Yellow Pages, and the personal interview are discussed. One 21-minute videocassette and manual with reproducible worksheets.

■ Career Success Series

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$995 Set of 49 tapes
$29.95 each individual program

These live-action, career video programs are specifically designed to present accurate portraits of occupations of interest to high school and college students. Each program contains one 15-minute cassette.

■ Careers 2000: Fitting Into the Workforce of the 21st Century

VAP Educational Materials, 23 Meadow Drive, Camp Hill, PA 17011-8331
$99.95 for Part 1
$99.95 for Part 2
$99.95 for Part 3
$275 for All 3 Parts

Careers 2000 is offered as a complete series or as three individual videocassettes. Each is approximately 25 minutes in length and can be used independently. They are accompanied by reproducible student activities that include a listing of 50 fast growing, high employment occupations and their related occupational traits. Part 1—"Where Do I Fit In?" ... emphasizes the importance of personal information gathering as the first significant step in determining how one fits into the workforce of the 21st Century. Part II—"Exploring Career Options" ...illustrates the best resources available for exploring career possibilities. Part III—"Preparing NOW for Success in the Future" ...discusses the importance of careful planning when pursuing educational and training options.

■ Careers in Biotechnology and Genetic Engineering

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689.
$89. VHS

This second tape of Emerging Career Series has just been released. Similar to the robotics video, it covers the exciting and sometimes controversial field of biological and genetic engineering.

■ Careers in Health Services: Opportunities for You

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$239

Careers in Health Services presents the health care occupations within hospitals, clinics, private offices, and laboratories and discusses the educational requirement for many of the jobs. Two 30-min. cassettes. VHS.

■ Careers In Robotics

American Association for Vocational Instructional Materials 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689
$89

Video describing careers using robotics.

■ Choices Today Video Series

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$98 each or buy the set of 3 at $275 and save $25

Self-Awareness And Your Career Options—This program focuses on showing students how to identify and organize information about themselves. **Investigating The World Of Work**—This lively video demonstrates specific techniques that allow students to relate knowledge of themselves to the world of work. **Occupational Preparation**—This live action video focuses on how to develop and implement an effective, realistic educational/training program.

■ Following Directions for School Success

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$75

Specific techniques are offered to help students fully understand expectations such as course materials, class objectives, course assignments, tests, extra credit, and when and how to reach the instructor for assistance.

Notes

Notes

■ Home Economics Careers

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$75 VHS

Presents a variety of career opportunities for both males and females in the field of home economics. 30 min.

■ Investigating the World of Work

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$98 Video, Student/Teacher Manual

This lively 30-minute video demonstrates specific techniques that allow students to relate knowledge of themselves to the world of work.

■ It's Not Your Father's Vo-Tech

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$25

A promotional video designed to acquaint students with the career opportunities available to them by pursuing vocational training. One 15-minute videocassette.

■ Job Search Videotapes

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$69.96 each tape VHS
$695 set of 12 tapes
$12.95 Instructor's Guide (free with 12-tape set)

Know Your Skills (29 min.)
Locating Potential Employers (29)
Personal Information Form (18 min.)
The Job Application (21 min.)
Job Seekers Card and Resume (25 min.)
Contacting Employers (24 min.)
Preparing for the Interview I (24 min.)
Preparing for the Interview II (25 min.)
The Interview I (22 min)
The Interview II (25 min.)
What Employers Want (21 min.)
Keeping Your Job (29 min.)

■ Jobs: Seeking, Finding, Keeping

Agency For Instructional Technology, Box A, Bloomington, IN 47402-0120, 1-800-457-4509
$150 per program
$1,895 for set of 16 programs

Each program is organized in dramatic format around a single topic. The first six programs show students how to gather information, seek out guidance, and gauge their own interests and abilities. Programs 7 through 11 focus on preparing credentials, tracking down opportunities, and meeting the challenges of tests and interviews. The last five programs are an overview of on-the-job skills—managing interpersonal relationships, understanding regulations, adapting to life on the job, making career decisions.

■ Kaleidoscope of Careers

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$95 set of 3 videos

This set of three videos examines 200 occupations clustered into 17 groups as defined by the Standard Occupational Classification.

■ Kaleidoscope of Careers

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$150 Set of five, includes shipping

This set of five videotapes covers 200 occupations which are grouped in 17 clusters. Mostly live action with music over narrative, these videos describe a variety of tasks performed on the job, specializations, and how the job fits into the broader picture of the world of work. The format is nearly identical to the Occupational Outlook Handbook.

■ Making It on Your First Job

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$85

This fast-paced, comprehensive program utilizes a dialogue format highlighted with testimonials from entry-level workers and their supervisors to emphasize the need for developing adaptive skills and positive attitudes. Program guide included. Grades 7-Adult.

■ Making It Work

Agency For Instructional Technology, Box A, Bloomington, IN 47402-0120, 1-800-457-4509
$125 per program
$1,195 for set of 12 programs

Designed to help high school students and adults make themselves more employable, Making It Work focuses on the characteristics employers consider most important in hiring and keeping employees.

■ Mission Possible: How to Get What You Want Out of Life

Ready Reference Press, PO Box 5249, Santa Monica, CA 90409, 1-800-424-5627
$89.50

Here's a comprehensive, upbeat guide for students who want to "make their dreams come true."

■ MODERN Videos

Modern, 5000 Park St. N., St. Petersburg, FL 33709, 1-800-243-6877

A variety of videos are available FREE or on a LOAN basis. Contact address above in care of Modern's Career Guidance Library for titles.

■ My Career Plans Series

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$59 each Filmstrip on VHS, worksheets, manual
$185 All five programs

In these five programs, students respond to activities that reinforce learning and demonstrate their understanding of the concepts necessary to make career decisions. Includes a 4-page student worksheet that summarizes the program, outlines student procedures for use of the material, provides a series of learning activities through interaction at stop points, and a review test. Titles include: How to Relate Needs, Interests, and Aptitudes to Jobs; How to Match Interests with Jobs; How to Match Aptitudes with Jobs; The Process of Getting a Job; How to Get Along with People on the Job.

■ The New Engineers

Modern, 5000 Park St. N., St. Petersburg, FL 33709, 1-800-243-6877
$40

This video examines the work of several "new" engineers whose unique research has crossed the traditional boundaries of science... and even the arts. First Prize, Houston International Film Festival; Bronze Apple, National Educational Film Festival. Grades 7-12.

■ Only the Good Need Apply

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$84.95 video

Live-action video offers helpful tips on making a good impression when completing an application-such as being neat, being honest, being accurate, using correct grammar, and following directions. 9:36 min.

■ Planning Your Future

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$69.50 Video
$43.50 Filmstrip/Cassette

Video transfer which encourages proper planning to realistically determine and attain one's life and employment goals. Time: 8 min.

■ Profiles: People and Jobs

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$29 each

Profiles is a new series designed to introduce high school students to high demand, rewarding occupations of the future.

Notes

Notes

■ Profiles: People and Jobs

ACE Distribution Service, Fairchild Hall, Rm 304, Kansas State University, Manhattan, KS 66506 (913)532-6540
$143 Set of four, shipping included

The Occupational Outlook Handbook contains a wealth of important information and this series of 4 videotapes helps cut through to the most important information. Profiles focuses on the two high-growth, high-employment clusters—Professional Specialty Occupations and Service Occupations.

■ School Survival Video Game

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$225

Using a creative and fun gameboard format, this package of two videos and reproducible worksheets helps students survive and stay in school.

■ Self-Awareness and Your Career Options

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$98 Video, Student Teacher Manual

This 30-minute full-motion video program focuses on showing students how to identify and organize information about themselves.

■ Setting Career Goals the Video Way

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$80

This colorful and imaginative full-motion video helps the student set meaningful career goals. It will help your students understand that career planning is a lifelong process.

■ Setting Educational/Vocational Goals

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$80.

A great way to discover exciting educational opportunities for the future! Join a group of students as they visit malls, libraries, schools, and colleges exploring the various post-secondary high school options. Four settings are explored in-depth: vocational schools; junior/community colleges, colleges, universities. It's one of those rare videos that is not only relevant but interesting. One 22-minute videocassette, reproducible worksheets.

■ Take-Off "Careers for the 21st Century"

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$40 each or $825 set of 24

High quality, full motion videos depicting 48 different career opportunities. Features multi-cultural role models in each of the 24 videos.

■ Video Career Library and Emerging Careers Library

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$79.95 each title (Save 20% with entire series of 165 occupations)

There are 20 tapes filled with action and explanations of occupations. Each VHS tape shows workers performing tasks, job duties, working conditions, salaries, outlook, education, training, current labor market information, and projections to the year 2000.

■ Vocational Inventory Video

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$295 VHS

The Vocational Inventory Video provides three critical functions relative to vocational training. It shows students what vocational training is all about, helps determine a student's vocational preferences, and promotes the concept of sex equity by showing students in non-traditional roles. Also contains 200 reproducible answer sheets which enable the student to indicate areas of interest by marking yes, no, or maybe; a 500-page book, Exploring Careers; instructor's guide; and workbook that provides students with types of jobs, personal characteristics required, training, education, and many other details.

■ Your Aptitudes: Related to Learning Job Skills

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689.
$95

Video describing aptitudes as they relate to job duties.

■ "Your Educational Skills: Don't Leave Home Without Them"

VAP Foundation, 23 Meadow Dr., Camp Hill, PA 17011,(717) 761-3381
$99.95 for a 20-minute video cassette with reproducible student activity worksheets.

This live-action video discusses the necessity of developing adequate educational skills and illustrates how math, language, and reasoning competence is related to being successful in the world of work.

■ Your Future: Planning Through Career Exploration

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689
$95

Video describing the importance of planning for careers.

■ Your Interests: Related to Work Activities

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689
$95

Video describing how interests relate to career choice.

■ Your Temperaments: Related to Work Situations

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689
$95

Video describing how temperaments relate to career choice.

■ The Video Career Library

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$79.95 each tape, VHS & Beta II

Shows 165 occupations on 18 tapes. Each tape represents a different occupational "family" from technical to service to professional. Describes job duties, working conditions, wages and salaries, job outlook, and education and training required. Tells where to write for more information on each different job. Shows actual workers performing tasks on the job. Contains current labor market information for each job. Discourages occupational stereotypes present in older materials by maintaining ethnic and gender balances.

Administration & Management (30:00);
Engineering & Related Occupations (45:00);
Physical & Life Sciences (26:15);
Social Sciences (26:00);
Education (26:00);
Medicine & Related Fields (30:00);
Allied Health Fields (42:00);
Literary & Performing Arts (40:00);
Technical Occupations (33:00);
Marketing & Sales (21:00);
Clerical & Administrative Support (26:00);
Public & Personal Services (35:00);
Mechanical Fields (22:00);
Repair Fields (23:00);
Construction (36:00);
Production I (28:00);

Notes

Notes

Production II (32:00);
Transportation & Material Moving (20:00)

■ The Video Guide to Occupational Exploration (The Video GOE)

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$52 each video $729 set

The Video GOE is an informative, entertaining, and comprehensive series of 14 videocassette programs covering each occupational cluster. One 30 to 60-minute videocassette each. Purchase of the series includes a copy of the Enhanced Guide For Occupational Exploration, The Worker Trait Group Guide, all 14 videocassettes, and a special introductory program.

Artistic;
Scientific;
Plants and Animals;
Protective;
Mechanical I (Eng., Mgt and Operations);
Mechanical II (Crafts, Trades and Skills);
Industrial;
Business Detail;
Selling;
Accommodating;
Humanitarian;
Leading and Influencing I (Management, Business and Research);
Leading and Influencing II (Education, Law and Communication);
Physical Performing.

■ Vocational Visions Career Series

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$39.95 each VHS
$299 All 10 Tapes, set

The Vocational Visions Career Series is designed to increase career awareness by providing high school and vocational students with information that will help them make appropriate career decisions.
Paralegal (13-min);
Letter Carrier (12-min);
Physical Therapist (14-min);
Insurance Agent (11-min);
Chef (14-min);
Potter (15-min);
National Park Ranger (14-min);
Florist (11-min);
Band Director (11-min);
Auto Mechanic (16-min).

■ Voyage

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$75 each 30 min. length

Voyage is a video series of 30 half-hour programs which focus on the process by which people may plan effective and satisfying relationships of work to life. Selections from the list include: Voyage: An Introduction to Career/Life Planning; Lifestyle, What Are Skills?; Values and Career Decisions—Part 1-3; How Occupations are Organized; and The Interview.

■ When I Grow Up

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$150 VHS

What are the forces shaping the dreams of our youth? Seven teenagers share their hopes and fears about the future. 30 min.

■ Would I Work With Me?

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$100 VHS

The teens' point of view...This full motion video is designed specifically for teen employees. Would I Work With Me? Features teens explaining what to expect in the adult working world and what it takes to be a good employee.

Software

■ C-LECT

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Morovia, NY 13118-1190, 1-800-622-7284
$900 C-LECT purchase, lease, renew all 5 Modules—save 15%

Choose and save with modules for Computer-Linked Exploration of Careers and Training. Pick one or more modules, based on your priorities and budgets. Software benefits: user friendly; requires little assistance from counselors; not dependent on user's guides; users can re-enter program and continue where they left off; only 40 minutes to complete; increases productivity; saves time; installs easily. Grades 7 through adult.

■ Career Compass

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$95 Apple, IBM

This computerized career interest inventory assists users in individual career planning. After completing a series of 70 work activity questions, the user is provided with an applicable list of general career clusters, major work groups, and specific occupations. The 14 interest clusters are ranked with additional descriptive information provided for the top three clusters. Targets grades 7-12, adult.

■ Career Directions

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$89 Apple, IBM, 3.5 IBM
$139 Spanish Career Directions, Apple

Career Directions is a condensed version of the more comprehensive program CCAPP, Career Assessment, Career Analysis, Career Exploration, and Career Planning. Career Directions saves the responses of up to five individuals on a disk, allowing the student to complete individual sections and return at a later time to complete additional sections.

■ Career Finder

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$249. Apple, IBM

Career Finder asks 18 simple questions, covering areas including: using words, using numbers, understanding science, using art, leading others, helping others, travel, independence, and level of training. The program then searches a data base of 400 occupations and produces a list of all occupational clusters and the top 20 occupations that fit the user's profile. Finally, the program provides a one sentence description for each occupation; education required; salary; and employment outlook.

■ Career Quest: The Occupational Exploration Game

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$89. Apple, IBM

Menu-driven software program allows students to explore the world of work in an entertaining, informative way. Interactive game, utilizing a database of 300 occupations, allows users to self-assess their knowledge of selected traits as they relate to each specific career.

■ Career Scan IV

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$169 Apple II+, IIc, IIe without 80-column card
$169 IBM 5.25" or 3.5"

Career Scan IV searches over 800 occupational titles that cover the entire world of work at all education and job task levels.

■ Career Scan V

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$169 Apple, IBM

Notes

Notes

A complete occupational selection system designed to help students relate their lifestyles, abilities, values, aspirations, and interests to the more than 800 jobs contained in the data base. Contents: Two diskettes and manual. Includes a free site license for your building at no extra cost! Printer required.

■ Career Search

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$149.95 ($159.95 Non-Members) for Apple II, IIe and IIc

This software program presents career information in animated, three-dimensional color graphics and sound to help students explore more than 400 career areas.

■ Career System 2000

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$185 4 disks, manual, list of titles

The computer software program that gives you access to information on over 560 careers. Each description outlines duties, working conditions, physical surroundings, physical demands, data-people-things, aptitudes, temperaments, entry requirements, training period, educational interests, educational opportunities, employment opportunities, earnings, where employed, and for further information.

■ Careers of the Future

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$150 Apple 48K
$150 IBM 64K, 5.25" or 3.5"

It is the year 2030, and genetic maps of all humans are stored in the National Computer. The evil Zardox steals the tapes and heads for the future with the student in hot pursuit. Careers of the Future uses this futuristic format to maintain attention and aid retention of concepts. Three-dimensional animation adds to the program.

■ CEPP—Compusort

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$175 IBM, Apple

Designed to assist users in identifying Worker Trait Groups related to their interests, temperaments, and aptitudes.

■ Computerized Career Assessment And Planning Program - CCAPP

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$485. Apple, IBM or 3.5" IBM

CCAPP is a computerized system which provides each student with the opportunity to gain knowledge and learn decision-making skills. Students receive printouts from each activity which contain such information as a summary of career interests and skills; a list of occupational clusters and specific occupations (over 1,200); descriptive information on selected occupations and occupational clusters; learning activities for further occupational knowledge; a list of college majors or vocational courses of study relating to career interests; an individual career plan; and a job hunting plan. The Counselor's Manual gives suggestions and counseling tips and explains each computer activity. This program is updated every two years.

■ Computerized Career Information System

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$240 Apple II, IBM 5.25"

This two-part system affords guidance counselors or teachers an up-to-date means of presenting career exploration/information. Includes The Career Game and Information Files.

■ The Computerized D.O.T. (Dictionary of Occupational Titles)

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$239 5.25" IBM PC and Compatibles, 3.5" IBM PC and Compatibles, Macintosh

Replace 1,474 pages of tiny-print occupational information with 5 megabytes of space on your IBM PC Hardrive. Replace paging through titles in numerical order with searching by title (or partial title), by GOE number, or by Industry number. Replace finding one occupation at a time with getting a list of occupations. Replace taking notes or copying pages to get the information you want with printing with one keystroke.

■ The Computerized D. O. T. PLUS

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$699 5.25" IBM PC and Compatibles, 3.5" IBM PC and Compatibles, Macintosh

The Computerized D.O.T. PLUS includes all of the features of The Computerized D.O.T...Plus These: (1) Selected Occupational Characteristics. The Selected characteristics coded to the D.O.T. definitions and found in other government publications are included. (2) Print or Save the List of Occupations. A print command will instantly send the list of occupations and/or any D.O.T. definition shown on the screen to the printer or to a disk to be saved and included in a report. (3) Load onto a Hard Disk. The entire program can be loaded onto a hard disk. (4) Speed Search. See immediately how many matches are found for each criteria entered to describe an occupation.

■ Exploracion De Carrera

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$199 Apple IIc, IIe, or IBM 5.5"

A career exploration software program written in Spanish.

■ Guidance and Counseling Software

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$79.95 to $89.95 each (prices vary per title)
$450 Complete system (includes 14 disks, 7 administration manuals in 7 separate binders, and supply of client response forms) (updated 1989)

Explores personal values, self-concept, and social relationships. This package was developed by a certified guidance counselor functioning in a school setting. This software is not intended to replace the counselor or professional, but rather to help the over-worked professional reach more people.
System Requirements: Apple II system (48K, 5.25" or 3.5" disks) Monitor (color optional), 1 Disk Drive, Printer (optional). Network versions available. Updates are provided at no cost.

■ High School Career-Course Planner Software (HSCCP)

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$89.95 Apple II Family, IIGS, 3.5", IBM, 3.5" or 5.25"
$89.95 Lab Pack

The planner is designed to help incoming students plan a 4-year high school program based on career interest assessment.

■ Life and Career Planning: The Future Is Yours

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$79 Apple, 5.25", IBM, 5.25", IBM, 3.5"

Emphasizes the importance of making life and career decisions. Culminates with printout of student's short- and long-term goals. Package includes disk with backup and 2 copies of the handbook Planning Your Future: What about Tomorrow?

Notes

Notes

■ The Micro Guide to Careers Series

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$639 Series of 8 programs, Apple, or IBM
$79 each

The Micro Guide to High Tech Careers contains the latest information on jobs in the high technology industry.

■ Next Step: Options for Educational and Career Exploration

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$395 IBM (3.5" or 5.25")

An easy-to-use database of over 7500 occupations and 900 college majors. On the basis of RIASEC scores from the Self-Directed Search, Next Step allows the user to search for occupations by selecting specific industries, standard occupational classifications, or educational requirements.

■ Peterson's Career Planning Service

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$275 Apple/IBM PC 5.25" (Add $25. for 3.5-inch disks)

Peterson's Career Planning Service helps individuals work through the entire career decision process assessing themselves, identifying occupations suited to their abilities and personalities, and making career decisions.

■ Please Understand Me

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$89 Apple, IBM or 3.5" IBM

This software promotes self-understanding and acceptance of individual differences! Students self assess to determine their psychological type, temperamental type, career interests, interpersonal relationships. Based on David Keirsey's adaptations of Jung's theory of personality. A detailed report can be printed.

■ School Subjects=Careers

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Morovia, NY 13118-1190, 1-800-622-7284
$79.95 Apple, 3.5" or 5.25", MS-DOS, 3.5" or 5.25"

Perfect for At-Risk students! This floppy disk program matches the subjects students are most interested in with corresponding occupational titles. User features and benefits include: attractive graphics, color windows; easy to read (Grade 6 index); Fast results from main menu; 14 standard school subjects; 700 occupational titles; see how education affects number, kind of jobs. Counselor benefits include: plans student schedules; prepares printed reports for conferences; saves time for counseling; broadens career planning resources. Grades 6 through adult.

■ Setting Career Goals the Micro Way

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$79 Apple, IBM PC, TRS 80, (For IBM 3.5 disks - add $5)

This microcomputer version of the video program encourages students to make their career plans realistic and useful.

■ Stepping Stones—Skills Software for Vocational and Career Readers

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$249 Ten disks, 1 of each Vocational Readers book, manual

Two new computer software sets that help students work independently to improve critical reading and language skills while they also gain valuable insights into the world of work.

■ Value Search

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$95 Apple II ($99. for Non-Members)

A highly interactive program to help students discover what they really want from a job.

■ VOC-Plan Individual Vocational Education Plan

Modern, 5000 Park St. N., St. Petersburg, FL 33709, 1-800-243-6877
$89.95 (18 vocational course offerings to choose from)
Grades 9-12/adult
Please specify Apple (A) or IBM (B) when ordering.

Banks of objectives can be readily tailored to suit each student's specific needs for a more flexible and definitive education plan. The plan is printed in a standard IEP format to meet federal regulations and may be used for handicapped, disadvantaged and "regular" students. 1989

Notes

Placement and Employability Skills Resources

Placement, assisting students in the transition from school to work and/or to additional education and training, is the culminating activity in students' individual planning and is the final step in the career development guidance process. However, it has been the most neglected and underutilized tool for helping students succeed in life after high school.

"Connecting School and Employment," the Council of Chief State School Officers' policy statement has identified school to work transition, job placement assistance, as one of the seven elements states should promote to bridge the gap between youth and employment. This improvement comes about through the provision of new instructional content designed to improve employment readiness for all students.

This section provides resources to assist students in the job acquisition process. Included are:

- publications.
- software.
- videos.

■ Assessing Specific Employability Skill Competencies

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$.69 each Pre-Test
$.69 each Post-Test

Pre- and post-assessment tests provide a series of non-duplicated questions to allow the teacher/instructor to determine the participant's understanding of each of the major competency areas usually covered by employability skills programs.

■ Assessing Specific Employability Skill Competencies

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
PRE-TEST
$79.95 Apple 5.25", IBM 5.25", IBM 3.5"
POST-TEST
$79.95 Apple 5.25", IBM 5.25", IBM 3.5"

Pre- and Post-assessment inventories provide a series of questions to allow the teacher/instructor to determine the participant's understanding of each of the major competency areas usually covered by employability skills programs.

■ Attitudes for Work

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$43.50 Ten copies, teacher's guide
$4.35 one copy

Relates how to develop personal traits for successful living and working. Covers being on time, getting along with others, getting and giving help and instructions, and doing things right.

■ The Basic Guide for Your Job Search

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689
$99

Live-action video to prepare you to land the job you want. Discover the formula to a successful job search!

■ The Basic Guide to Resume Writing and Job Interviews

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$8.95 Additional Study Guide
$98 Basic Guide to Resume Writing, VHS

Students learn what today's employers are looking for and discover the key to successful resume writing. One 45-minute videocassette and study guide.

■ Barron's How to Write Better Resumes

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$7.95 (3rd Ed)

An invaluable instructional manual for all job hunters has been updated and expanded.

■ Barron's Throw Away Your Resume

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$9.95 (2nd Ed)

Newly updated to meet the 1990's job market, here's an imaginative way to create a personalized job campaign without depending on that routine resume that says too little about one's talents and goals.

■ Be A Winner Series

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$69.95 each (includes 1 disk and Administration Manual)
$249.95 Complete System (includes 4 disks and 4 Administration Manuals)

This four-part series covers some very important work-readiness topics. This highly-interactive series includes four programs, each of which may be purchased separately.
Titles: (1) Be A Winner—Be Motivated
(2) Be A Winner—Set Your Goals
(3) Be A Winner—Be Assertive

Notes

Notes

(4) Be A Winner—Negotiate.
System Requirements: Apple II System (64K, 5.25" or 3.5" disks), IBM and compatibles version (256K, 5.25" or 3.5" disks), Monitor (color optional), Printer (optional), 1 Disk Drive, Network Versions Available.

■ Before Tomorrow Becomes Today

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689
$85

Live-action video encourages proper planning to realistically determine and attain one's life and employment goals. Time: 8:30 min. VHS only.

■ Career Advantage Program

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$49.95 Job Search Strategies 26 min.
$69.95 The Resume Experience 22 min.
$49.95 Effective Telephone Techniques 27 min.
$49.95 Career Information Interview 18 min.
$69.95 Interviewing Skills 29 min.

Five skill-packed video tapes to demonstrate successful techniques. Proven job search strategies to succeed in today's competitive job market. Guidelines on how to conduct effective career interviews. Effective telephone techniques to set job interview appointments. How to win job offers.

■ Careering and Re-Careering for the 1990's

Ronald L. Krannich
American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$12.95

The book includes details on how to find employment, change and advance careers, and enhance lifestyles through relocation and self-employment.

■ Communications: Your Bridge to Others

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$79.95 Apple 48K
$79.95 IBM 64K, 3.5" or 5.25"

This program examines how an employer interprets body language, dress, mannerisms, and posture.

■ The Complete Guide to Finding Jobs in Government

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$14.95

Lists over 1,000 sources of local, state, and federal government positions: periodicals that publish thousands of ads for government jobs each month; job hotlines; job matching services; and directories to reach government agencies that rarely advertise vacancies.

■ The Complete Guide to Public Employment

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$15.95

Reveals the many secrets to finding jobs and advancing careers in the intriguing world of public employment.

■ Completing an Application

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$69.50 Video
$43.50 Filmstrip/Cassette

Video transfer which offers helpful tips on making a good impression such as being neat, honest, and accurate, using good grammar and following directions. 9.35 min.

■ Completing a Job Application

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$169

This multi-media package contains: Instructor's Notes (containing objectives and implementation instructions); a pad of competency requirements; a live action video entitled "Only The Good Need Apply"; an audio cassette entitled "How to Complete a Job Application"; five copies of a handbook entitled "Filling Out the Forms"; a pad each of student activity worksheets entitled "Standard Job Application Forms", "Complicated Job Application Forms", and "Letter of Application Forms"; a pad of Assessment Checklists (test to determine attainment of competencies); Assessment Checklist Answer Key; packaged in attractive portfolio binder.

■ The Complete Interview: Your Total Impressions

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$141

A student is videotaped with a local personnel director in a full interview. 42 min.

■ Complicated Job Application Form

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$9.75 pkg.

Printed on both sides of an 8 1/2" x 11" sheet, the complicated job application requests personal information, education and training, work experience and references, as well as a series of open-ended questions frequently asked by employers. Each package contains approximately 100 forms.

■ Compu-Job

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$129 Apple 5.25"
$129 IBM 5.25" or IBM 3.5"

The only computer program of its kind of the market today which covers the entire employment process! Package includes disk with backup, 1 copy of The Job World Instructors Manual, and 5 copies of The Job World Workbook.

■ The Creative Resume

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$129 Apple 5.25", IBM 5.25", IBM 3.5"

Now—the ability to create an attractive resume which best represents you and your abilities.

■ The Damn Good Resume Guide and The Resume Catalog: 200 Damn Good Examples

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$7.95 Guide (80 pages)
$14.95 Catalog (160 pages)

The Damn Good Resume Guide concentrates on teaching you how to produce one kind of resume - real, credible, current, timely, and effective. The companion volume, the Resume Catalog, contains over 200 examples of resumes that lead to job interviews.

■ Developing a Resume

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$169

This multi-media package contains: Instructor's Notes (containing objectives and implementation instructions); a pad of Competency Requirements; a live action video entitled "So Others Can Meet You"; an audio cassette entitled "Your Resume Represents You"; five copies of a handbook entitled "Putting It In Writing"; a pad of student activity worksheets entitled "Resume Practice Forms"; then copies of The Job Seeker's Personal Data Handbook; a pad of Assessment Checklists (test to determine attainment of com-

Notes

Notes

petencies); Assessment Checklist Answer Key; packaged in attractive portfolio binder.

■ Developing Your Resume

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$69.50 Video
$43.50 Filmstrip/Cassette

Video transfer which discusses the purposes and proper uses of a resume. 8:10 min.

■ Did You Get My Message?

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689
$85
Also available through CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626

Live-action video describes the importance of effective verbal and non-verbal communicaiton. 14:06 min. VHS only.

■ Does Your Resume Wear Blue Jeans?

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$8.95 Book Only
$139 Two Tapes and Book, VHS

This program consists of a comprehensive resume preparation workshop in two 45-minute parts. The first part examines the purpose of a resume, the kinds of resumes, the parts of a resume and the content of a resume. The second part gives practical advice on the correct style of writing , formatting and laying out a resume. Offered in two different versions - college, adult and professional edition; and a high school edition. Two 45-minute videocassettes with 178-page paperback book. Specify version when ordering.

■ Don't Use A Resume

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$2.95

This brief book is based on the methods and the section in the book, Who's Hiring Who? Includes (page 36) The Qualifications Brief, an alternative to the resume.

■ Downtown Deli

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$89 VHS

Contemporary drama about young people on their own for the first time and their problems (and some successes) on their jobs at the Deli. Problem situations and attitudes are very realistic. This is perfect for teaching employability skills to youth (and young adults) who haven't learned these lessons yet.

■ Dynamic Cover Letters

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$6.95

With savvy marketing tips, simple charts, and over 50 examples of real cover letters, this book makes it easy for anyone to create a dynamic cover letter.

■ Economic and Societal Factors

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$30 Teacher's Guide
$11 Student Manual ($8 Order 6 or more)
$11 Spanish Translation ($8 Order 6 or more)

Units cover job acquisition, on-the-job relations, communications, understanding the paycheck, personal money management, completing government-regulated work tasks, laws affecting you as a worker, changing jobs, and free enterprise.

■ Effective Resumes: Reading Between the Lines

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$75

Students learn different types of and formats for resumes, what should and should not be included, what kind of print and paper to use, how to write a cover letter and why, and how to write a resume that will motivate the prospective employer to dial their number to schedule an interview. 30 min. VHS.

■ Employability Inventory

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$12.50

A self-assessment instrument containing 68 cards which provides students the opportunity to determine how they would react to various situations in getting and keeping a job.

■ The Employability Inventory

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect) Also available through CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$79 Apple 5.25", IBM 5.25", IBM 3.5"

A highly interactive micro-computer software package that allows the user to react to various situations regarding getting and keeping a job.

■ Employability Skills/Job Retention Package

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$2099 Apple 5.25", IBM 5.25", IBM 3.5"

This instructional package is designed to teach individuals the basics of the employability skills process and job retention skills as well as meet the requirements of The Carl Perkins Voc. Act and JTPA core competency requirements. Package includes: Pre- and Post- Assessment Tests 9 Computer software packages; 8 Audio Cassettes; 9 helpful handbooks; 19 forms to help students; Job World Instructor's Manual -1 copy; Job World Workbook - 6 copies; Successful Transitions - 6 copies: Seven Steps to Employment - 6 copies; Employability Inventory - 6 copies; 1 set of Job World Posters. Plus an additional $100 in print materials of your choice. Please specify Apple or IBM when ordering.

■ Evaluating the Participant's Employability Skills

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$.59 each Pre-Test
$.59 each Post-Test

Pre- and post-tests that allow the teacher/instructor to evaluate the participant's overall understanding of the employment process.

■ Evaluating the Participant's Employability Skills

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$89.95 Apple 5.25", IBM 5.25", IBM 3.5"

Pre- and post-test instruments that contain a series of 50 non-duplicated true-false, multiple choice and completion questions designed to determine the student's knowledge of the employability skills process as well as to aid the teacher in assessing the student's writing level/abilities.

■ Expectations on the Job

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$169

Emphasizes the importance of proper actions, work habits, and attitudes in keeping a job. Stresses the importance of developing good working relationships with employers and co-workers in order to succeed on the job. This multi-media package contains: Instructor's Notes (containing objectives and implementation instructions); a pad of Competency Requirements; a live action video entitled "Your Job: Now It's Up To You"; an audio cassette entitled "Meeting Your Job's Expectations"; five copies of a handbook entitled "Keeping A Job: Now That You Have It"; a pad each of student activity worksheets entitled "Hold That Job", and

Notes

Notes

"You The Employer"; a pad of Assessment Checklists (test to determine attainment of competencies); Assessment Checklist Answer Key; packaged in attractive portfolio binder.

■ Expectations on the Job

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$79 Apple 5.25", IBM 5.25", IBM 3.5"

Discusses the expectations of employers and co-workers and how to live up to those expectations in order to keep a job.

■ Face to Face

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$1.95 each
$17.95 Package of 10

A 16-page booklet describing in detail the job interview.

■ Filling Out the Forms

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$1.95 each
$17.95 Package of 10

A 12-page booklet on completing an employment application.

■ Find a Federal Job Fast

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$9.95

The first "how to" book to reveal the secrets to quickly finding jobs in one of today's largest and most fascinating job markets.

■ Find the Job You Want and Get It Series

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689
$99 each

A series of four live-action video cassette tapes that shows you how to get into the business world. Instructs the viewer in the common sense techniques to landing a job. Available in VHS only. Tape 1: The Job Search; Tape 2: Marketing Yourself In The Hidden Job Market; Tape 3: Being Prepared For The Interview; Tape 4: Selling Yourself In The Interview.

■ Find the Job World

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$84.95

Live-action video to help the viewer discover many ways and places to find job openings and determine the best method of following up job leads.

■ Finding a Job

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$49.50 set of ten copies
$4.95 one copy

An easy-to-read, up-to-date worktext to brighten the job outlook for special needs students.

■ Finding and Following Up Job Opportunities

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$79.95 Apple 5.25", IBM 5.25", IBM 3.5"

Questions allow the user to decide the best method of follow-up for specific job leads.

■ The Four Stages of Interviewing

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$80 VHS

Students learn each of the four stages of interviewing and how to be prepared to deal with the issues and questions unique to each stage.

■ Getting the Job You Really Want

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$7.95 Text-Workbook

This text-workbook of 138 pages has 14 chapters of activities that will enhance personal understanding, career planning, job seeking skills, and attaining success on the job.

■ Getting Ready for the Interview

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$98 VHS

Starts with a humorous dramatization of an interview for a vocational position in which the interviewee is totally unprepared. 30 min.

■ Going to Work

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$49

A workbook intended for high school students and others who will be going into the world of work rather than pursuing more formal education.

■ Grooming for Job Success

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$1.95 each
$17.95 Package of 10

Describes the importance of good grooming in getting and keeping a job.

■ Handling Difficult Questions (During the Interview)

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$80

A full-motion picture video gives action examples on how to handle three types of difficult interview questions: interrogation questions, illegal questions, and skeleton questions.

■ Handy Reference Guide to the Fair Labor Standards Act

Consumer Information Catalog, Consumer Information Center-2A, PO Box 100, Pueblo, CO 81002 (U.S. General Services Administration)
$.50

For employees and employers: explains the federal laws on minimum wage, overtime pay, child labor, and more. 13 pp.

■ High Impact Resumes and Letters

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$12.95

Sets new standards of excellence in career writing.

■ How to Get a Job

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$49.50 ($54.95 for Non-Members)

Twenty colorful posters printed in full color on heavy-duty durable coated stock, each 10.5 x 16.5 inches.

■ How to Have a Winning Interview

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$7.95

Presents down-to-earth success-guaranteed advice for "winning" the interview and getting the job.

■ How to Keep a Job

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$49.50 ($54.95 for Non-Members)

Notes

Notes

Twenty colorful posters printed in full color on heavy-duty durable coated stock, each 10.5 x 16.5 inches.

■ How to Look Good to An Employer

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$8.40

By following the simple, step-by-step approach presented in this book, first time job seekers can prepare to identify and develop interests, skills, and commitment; look good on paper with resumes, letters, and application forms; look good at interviews with attention to appearance, impressions, and questions; overcome obstacles such as being fired, handicapped, a drop-out, or having a criminal record; and find job leads through ads, agencies, and contacts.

■ How to Survive Your First 90 Days at A New Company

Paul Kaponya
American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$12.95

This book offers down-to-earth advice any "new hire" needs: the do's and don'ts that will spell victory or defeat at a new company, often in a matter of days! 256 pp.

■ Information Interviewing: What It Is and How to Use it in Your Career

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$10.95

Information interviewing is cited by experts as one of the best ways to learn more about occupations, identify potential employers, build confidence for job interviews, and develop new career contacts.

■ Interviewing for a Job

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$169

This multi-media package contains: Instructor's Notes (containing objectives and implementation instructions); a pad of Competency Requirements; a live action video entitled "Up Close And In Person"; An audio cassette entitled "Job Interviews—Convincing The Employer"; five copies of a handbook entitled "Face To Face: Making A Good Impression"; a pad each of student activity worksheets entitled "Interview Preparation Sheets", "Interview Self-Evaluation Forms"; a pad of Assessment Checklists (test to determine attainment of competencies); Assessment Checklist Answer Key. Packaged in attractive portfolio binder.

■ Interviewing for a Job

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$59.95 VHS

Presents the job interview as a two-way exchange of information.

■ Interviewing for the Job

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$69.50 Video
$43.50 Filmstrip/Cassette

Video transfer which offers many tips for a successful interview. 10:10 min.

■ Interview for Success

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$11.95

Packed with solid advice on getting interviews, handling interview questions, and negotiating salaries.

■ Interview Preparation

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$98 VHS

Shows students what they can do before getting to an interview to ensure their success.

■ Interview Preparation Sheet

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$9.75

Helpful 8 1/2" x 11" sheet (two sided) that provides some of the questions most commonly asked during a job interview. Each package contains approximately 100 sheets.

■ Interview Techniques and Resume Tips for the Job Applicant

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$79.95 VHS

Presents job seeking information starting with preparing a resume through the actual employment interview.

■ Interviews, Careers and the Jitterbug Blues

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$49 ($55 for Non-Members)

This upbeat 30-minute video helps jobseekers identify the careers most appropriate to their interests and skills, find the available jobs, and prepare for interviewing.

■ Job Applications

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$79.95 Apple 5.25", IBM 5.25", IBM 3.5"

Teaches the techniques of completing an employment application. Package includes disk with backup and 2 copies of the handbook Filling Out The Forms.

■ Job Attitudes: Assessment and Improvement

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$69.95 IBM 64K 3.5" or 5.25", Apple 48K

Six interactive tutorials stress the importance of understanding and developing the desirable attitudes necessary for success in the workplace, motivation, cooperation, responsibility, and confidence.

■ Job Doctor

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$8

This short and easy to read job search book is written for those who do not know how to look for jobs and for those who thought they knew but are having little success. Chapters include completing data sheets, hidden job markets, telephone techniques, and successful interviewing.

■ Job Hunt: Staying on Track

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$48 VHS

Suggested for use with high school students, people entering the job market, and adults who are in career transitions.

■ Job Hunter's Guide

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$4 (includes postage)

Booklet gives specific tips on how to find a job. Pocket resume included can be detached and completed as a handy reference when filling out an application.

■ Job Hunter's Survival Kit

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972

Notes

Notes

$149.95 IBM ($159.95 for Non-Members)
3.5" or 5.25" disk size.

Software package containing two easy-to-use interactive programs that will prepare your students for the job search.

■ Job Interviews

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$69.95 Job Interview: Auto Body (22 min.)
$49.95 Job Interview: Barbering/Cosmetology (14 min.)
$59.95 Job Interview: Automotive Technician (18 min.)
Videos related to job interviews in specific occupations.

■ Job Interviews: Tipping the Odds

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$48 VHS

This video is suggested for use with senior high school students, people entering the job market, and adults who are in career transitions.

■ Job Lead Cards

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$9.75

Record detailed information regarding job leads on these pre-printed 4" x 6" cards. Each package contains approximately 100 cards.

■ JobNet

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$20 Demo Version
$329 Five JobNet modules, user's manual

JobNet is a unique program that allows students to target their job search needs and strategies quickly and easily.

■ Job Readiness Series

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$69.95 each
$319.95 Five-program set system

The Job Readiness programs cover such areas as job applications, resumes, interviews, and appropriate personal and work habits. The programs provide both diagnostic and remedial experiences. This highly-interactive series includes five programs, each of which may be purchased separately. Titles: (1) Job Attitudes: Assessment and Improvement (2) Filling Out Job Applications (3) Successful Job Interviewing (4) Resumes Made Easy (5) Your First Job. System Requirements: Apple II system (64K, 5.25" or 3.5" disks), IBM and compatibles version (256K, 5.25" or 3.5" disks), Monitor (color optional), 1 Disk Drive, Printer, Network Versions Available.

■ Job Readiness Series

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$69.95 each (IBM or Apple II family.)
$249.95 for complete four-program series

This four-program series can help your students develop the skills necessary to gain employment. Reading level grades 3-4. Interest level grade 9 to adult.

Titles: (1) Filling Out Job Applications—This program takes students through the process of filling out their own application forms. Questions common to application forms are presented and explained. (2) Job Attitudes: Assessment & Improvement—This program stresses the importance of understanding and developing attitudes necessary for success in the workplace. Complete program (1 disk, 1 back-up disk and instructional guide). (3) Resumes Made Easy—This program uses a conversational style to motivate the student to think about and develop his or her own resume. "Resumes Made Easy" is ideal for first-time job seekers as well as those changing careers or returning to work. Printer recommended. Complete program (1 disk, 1 back-up disk and instructional guide). (4) Successful Job Interviewing—Your students can improve their job interviewing skills and better understand the interviewing process with this interactive program. Complete program (1 disk, 1 back-up disk and instructional guide).

■ Job Search

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$295 Apple II, manual

From a data base of 1864 job titles, Job Search matches clients' GED functional level to jobs that are equal to or less than the clients' highest level of functioning.

■ Job Search: How to Get and Keep a Job

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$69 each, VHS
$695 Set of 12 Videos and Instructors Guide

A Complete Program; 12 Class Session Length Videos; 146-page Instructor's Guide. Titles of videos: (1) Know Your Skills (2) Locating Potential Employers (3) Personal Information Form (4) The Job Application (5) Job Seeker's Card and Resume (6) Contacting Employers (7) Preparing for The Interview (8) Preparing for The Interview (9) The Interview Part 1 (10) The Interview Part 2 (11) What Employers Want (12) Keeping Your Job

■ Job Skills Series

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$59 Each
$319 Complete Set on 1 Tape

Videos on applying for and keeping a job!

Titles include: (1) Know Yourself and Find a Career; (2) How To Find a Job; (3) How To Apply for a Job; (4) How To Dress for an Interview; (5) Your Job Interview; (6) Your First Job; (7) Your Attitude/Your Job; (8) How To Use the Telephone at Work.

■ Job Success Series

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$69.95 each
$249.95 Complete four program series

The Job Success programs cover such areas as job applications, resumes, interviews, and appropriate personal and work habits. The programs provide both diagnostic and remedial experiences. Maximize your students' chances for success in their jobs. This set will help them prepare for that all-important first job. Each program includes 1 disk and an instructional guide. Titles: (1) Job Success: First Days On The Job (2) Job Success: Personal Habits (3) Job Success: Work Habits (4) Job Success: Looking Good. System Requirements: Apple II system (64K, 5.25" or 3.5" disks), IBM and compatibles version (256K, 5.25" or 3.5" disks), Monitor (color optional), 1 Disk Drive, Printer, Network Versions Available.

■ Job Survival Skills: It's a Jungle Out There!

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$99 VHS

This video program is an excellent source for everyone looking for a job—from adults looking for a job, soon-to graduate students, and anyone else who has been or may yet be fired.

■ The Job World Instructor's Manual

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$18.65 each

Contains: 25 units of instruction; course syllabus; complete lesson plans; detailed lectures for instructor; instructions on using supplemental materials—videos, software, AV aids, etc.; reviews. Each unit can be taught as an independent block of instruction. 90 pp.

■ The Job World Workbook

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$6.25 each

The Job World Workbook, developed for use with The Job World Instructor's Manual, is written on a 6-8th grade level. The

Notes

Notes

workbook is a valuable reference tool for the student to have at home.

■ Keeping a Job

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$49.50 set of ten copies
$4.95 one copy

Finding a job is only half the story. Important skills are required to keep new employers happy.

■ Keeping A Job: Now That You Have It

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$1.95 each
$17.95 Package of 10

A 12-page booklet designed to point out the ways to increase the chances of keeping a job.

■ Keys to Job Success

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$80

This action oriented and humorous video concentrates on the last step in the career development process: Participation or How To Keep A Job. Three keys to job success are explored: Working With A Boss; Working with Others; Working with an Organization. One 26-minute videocassette with reproducible exercises.

■ Letter of Application

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$9.75

These 8 1/2" x 11" forms (both sides) teach the participant the steps to writing a letter of application. Each package contains approximately 100 forms.

■ Looking for a Job

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$169

Provides many ways and places to look for a job and discusses the ways to follow-up job leads. This multi-media package contains: Instructor's Notes (containing objectives and implementation instruction); a pad of Competency Requirements; a live action video entitled "Find The Job World;" five copies of a handbook entitled "Where Do I Look And What Do I Do;" a pad each of student activity worksheets entitled "Seeking Local Employment;" "Job Lead Cards" and "Job Contact Forms;" a pad of Assessment Checklists (test to determine attainment of competencies); Assessment Checklist Answer Key. Packaged in attractive portfolio binder.

■ Letterwriter for Job Seekers

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$72 ($75 for Non-Members)

Students can take advantage of this easy-to-use software package to prepare professional-sounding letters to help them find jobs.

■ Making a Living Work

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$150 Change VHS
$150 Lifestyles/Lifestages VHS
$150 Values VHS
$150 Skills VHS
$150 World Of Work VHS
$150 Decision Making VHS
$150 Occupational Research/The Job Search VHS
$150 Making Change VHS
$1,100 Complete Set of 8
Beta and 3/4" available by special order

This series of eight, 30-minute videos was produced by Ohio State University and aired on Public TV as a credit course for adults. The series covers career changing and decision making as well as job search and related topics. A major strength of the series is the appearance of well known career experts, such as Richard Bolles.

■ Making the 1st Impression

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$399.95 Apple Macintosh-Site License

A complete resume writing package designed specifically for the Apple Macintosh which allows it to incorporate visual illustrations, graphic animations, and sounds to complement textual information.

■ Marketing Your Vocational Skills

VAP Foundation, Dept. J, 23 Meadow Dr., Camp Hill, PA 17011-8331, (717)761-3381
$99.95 Part 1—Expressing Your Competencies
$99.95 Part 2—Uncovering Job Opportunities
$99.95 Part 3—Dealing With the Interview
$275 All 3 Parts—Marketing Your Vocational Skills Series

Part I "Expressing Your Competencies": selecting an appropriate job objective; identifying and expressing technical competencies; designing an effective resume; communicating skills to an employer. Part II "Uncovering Job Opportunities;" using effective job search resources, utilizing the telephone, designing effective letters of inquiry. Part III "Dealing With the Interview;" Getting ready, expressing competencies to the interviewer, effective follow-up after the interview.

■ A Micro Job Search—Tool Kit

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$59.95 to $98 each (includes 1 disk and Administration Manual)
$220 Complete System (includes 5 disks and 5 Administration Manuals)

Your students or employees will appreciate the versatility and depth this package provides. Specific Job Search Tools can be easily printed for immediate job search use. Each of the following four programs may also be purchased separately. Titles: (1) The Right Resume Writer Tool (2) The Cover Letter (3) The Right Job Application (4) The Four Stages of Interviewing. System Requirements: Apple II System (64K, 5.25" or 3.5" disks), IBM and compatibles version (256K, 5.25" or 3.5" disks), Monitor (color optional), Printer (optional), 1 Disk Drive, Network Versions Available.

■ The Miracle Resume: Creating Effective Resumes

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$99 VHS

Tired of videos presenting just boring details on resumes? Comic Wayne Miracle looks for another line of work and basic tips are covered. 23 min.

■ Motivate Yourself to Success

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$1.95 each
$17.95 Package of 10

Describes motivation and its importance in getting a job and in succeeding on the job.

■ The Only Job-Hunting Guide You'll Ever Need

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$10.95 softcover
$21.95 hardcover

Using a no-nonsense, step-by-step approach—complete with explicit examples and street-smart tips—this definitive guide shows you how to sell yourself in every stage of your job hunt.

■ Only the Good Need Apply

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689
$85 Video
$43.50 Filmstrip/Cassette
$84.95 Interpreted VHS

Live-action video offers helpful tips on making a good impression when completing an application—such as being neat, honest, and accurate; using correct grammar; and following directions.

Notes

Notes

■ Personal Development for Cooperative Education Programs

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$16 Teacher's Guide
$14 Student Manual ($7 Order 6 or more)

Units include leadership development, personal appearance, understanding yourself, assuming responsibility, human relations, and decision making.

■ Personal Record

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$11 100 Personal Records

The Personal Record is the ideal way to help students have immediate access to information needed for school and job application forms. A six-section card provides space for students to fill out information.

■ Personal Values in the Workplace

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$169

This multi-media package contains: Instructor's Notes (containing objectives and implementation instruction); a pad of competency requirements; a live action video entitled "Values, Decisions, Success!"; an audio cassette entitled "Values In The Job World"; five copies of a handbook entitled "Values: Where Do You Stand?"; a pad of student activity worksheets entitled: "Values Guide Sheets"; a pad of Assessment Checklists (test to determine attainment of competencies); Assessment Checklist Answer Key. Packaged in attractive portfolio binder.

■ Positive Attitudes I: Getting a Job

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$169

This multi-media package contains: Instructor's Notes (containing objectives and implementation instructions); a pad of competency requirements; a live action video entitled "Positive Attitudes I: Getting A Job"; an audio cassette entitled "Your Attitudes Count"; five copies of a handbook entitled "Your Attitudes Make a Difference": a pad of student activity worksheets entitled "Attitudes for Success"; A pad of Assessment Checklists (test to determine attainment of competencies); Assessment Checklist Answer Key. Packaged in attractive portfolio binder.

■ Positive Attitudes I: Getting a Job

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689
$85. Video
$43.50 Filmstrip/Cassette
$84.95 Interpreted VHS

Live-Action video which emphasizes how a positive attitude in preparing for the job search increases the chances for employment. 13:05 min.

■ Positive Attitudes II: Keeping a Job

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$169 set

This multi-media package contains: Instructor's Notes (containing objectives and implementation instructions); a pad of Competency Requirements; a live action video entitled "Positive Attitudes II: Keeping A Job"; an audio cassette entitled "Meeting Your Job's Expectations"; five copies of a handbook entitled "Keeping A Job: Now That You Have It"; a pad of student activity worksheets entitled "Attitudes for Success"; a pad of Assessment Checklists (test to determine attainment of competencies); Assessment Checklist Answer Key. Packaged in attractive portfolio binder.

■ Positive Attitudes II: Keeping a Job

American Association for Vocational Instructional Materials, 745 Gaines School

Road, Athens, GA 30605.
333, Cleveland, GA 30528
1(800) 228-4689
$85 Video
$43.50 Filmstrip/Cassette
$84.95 Interpreted VHS

More people lose their jobs due to a lack of a positive attitude than of needed job skills. 10:01 min.

■ Positive Attitudes Toward Work

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$79 Apple 5.25", IBM 5.25", IBM 3.5"

Discusses how having a positive attitude and self-concept will help one in his/her job search and in succeeding on the job.

■ Preparing for a Career

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$9.95 each

Each unit consists of 16 to 24 duplicating masters with puzzles, games, and exercises for skill building activities! Titles include: (1) Career Awareness; (2) Self Awareness; (3) Finding a Job; (4) Applying For a Job; (5) The Interview; (6) Job Information; (7) Job Thinking; (8) Job Attitudes; (9) Leaving a Job; (10) Personal Independence.

■ Putting It In Writing

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$1.95 each
$17.95 Package of 10

A 16-page Job World booklet on developing a resume.

■ Resumes, Application Forms, Cover Letters, and Interviews.

Consumer Information Catalog, Consumer Information Center-2A, PO Box 100, Pueblo, CO 81002 (U.S. General Services Administration)
$1

Tips on how to tailor your resume for specific jobs and how to score higher on employment tests. Includes sample interview questions and more. 7 pp.

■ Resume/Application Maker

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$89 Apple IIe, IIc,5.25" IIgs 3.5"
$89 IBM 5.25" or 3.5"

Designed to aid users in the preparation of resumes and job application letters for specific jobs or employers.

■ The Resume Catalog: 200 Damn Good Examples

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$13.95

More resumes than any other book; completely indexed and cross referenced.

■ The Resume: Presenting Yourself in Writing

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$79.95 Apple 5.25", IBM 5.25", IBM 3.5"

Package includes disk with backup and 2 copies of the handbook, "Putting It In Writing."

■ Resume Processor

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$98 Apple II+ or IIe with 40 columns, Apple IIe with 80 columns, IIc, IIgs, IBM PCs and Compatibles, 3.5" and 5.25"

Easy to follow instructions lead you through the program step-by-step. Choose from 2 formats: centered headings or left margin headings. Choose whether to have your work and educational dates placed in a prominent position or not. The manual contains masters for printing work sheets for student rough drafts. Excellent for using with classroom instruction on do's and don'ts of resume writing.

Notes

Notes

■ Resume Solution

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$8.50

This book shows you how to create a superior resume by simply following step by step instructions. Includes a special resume writing form, tips for design and printing, over 30 sample resumes, techniques for finding the hidden job market, strategies for effective interviews, sample cover and follow-up letters, and much more.

■ Resume Writer

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$100

Resume Writer for the Macintosh computer brings you the power and ease of a professional software application for the creation of personal resumes with a minimum of time, effort, and cost.

■ Resumes Made Easy

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$69.95 Apple or IBM

The conversational style of this program encourages and motivates students to think about and develop their own resume. Reading level 3-4. Interest level grade 9 to adult. Printer optional but recommended. One diskette, instructional guide, and one back-up diskette.

■ Resumes: The Write Stuff

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$8.95

Employers often scan and discard as many as 200 resumes before they select an applicant to interview. This manual describes the essential components.

■ The Right Job Application

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$59 Apple or IBM

This program explores the major components of the job application with real life applications taken from large and small companies. Tutorial presentation provides concept feedback.

■ Salary Success: Know What You're Worth and Get It

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$11.95

Why are most people underpaid by at least 15%? How do you know what you're really worth? How can you best overcome employers' objections to paying you more?

■ Seven Phases of a Job Interview

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$195 VHS

An amusing video about the phases that we must all go through in the interview process. (Winner of the 1988 Telly Award for Best Instructional Video)

■ Seven Steps to Employment

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$3.95 each

Seven Steps to Employment helps the reader build confidence and learn the communication techniques necessary to sell one's self and one's skills to an employer. 80 pp.

■ Skills for First-Time Job Seekers

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$89 First Time Out
$89 The Work Place
$89 Downtown Deli
$89 How And Where To Look For Work
$89 How To Interview For A Job

$399 Buy the Set and Save

This series of five videos was produced by an organization that operates programs for disadvantaged youth, and the videos do an entertaining job of presenting common problems and attitudes of inexperienced workers.

■ So Others Can Meet You

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689
$85 Video
$43.50 Filmstrip/Cassette
$84.95 Interpreted VHS

Live-action video discusses the purposes and proper uses of a resume.

■ Standard Job Application Form

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$9.75 pkg.

These 8 1/2" x 11" forms printed (one side) resemble a standard application used by many companies seeking entry-level employees. Each package contains approximately 100 forms.

■ Succeeding in Your Interview

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$98 VHS

Designed to help vocational job seekers understand the job interview process and prepare to successfully communicate with the interviewer.

■ Successful Interviewing: Selling Yourself

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$79.95 Apple 5.25", IBM 5.25", IBM 3.5"

Package includes disk with backup and 2 copies of the handbook, "Face to Face: Making A Good Impression."

■ Successful Job Interview

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$45 ($55 for Non-Members)

Using demonstrations of typical job interviews, this no-nonsense video highlights ways to make a good first impression during the job interview, appropriate attire to wear and what questions to ask the interviewer.

■ Successful Transitions: A Guide Through the Employment Process

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$7.95

Comprised of ten chapters, Successful Transitions presents various self-help forms, hints on successful communication skills, a guide to meaningful self-assessment, and the how-to's of getting the right job all in the context of today's changing job market.

■ Sweaty Palms: The Neglected Art of Being Interviewed

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972.
$8.95

All points are covered including presentation, content, tough questions, salary questions, legal rights, etc. 192 pp.

Notes

Notes

■ Tips for Finding the Right Job

Consumer Information Catalog, Consumer Information Center-2A, PO Box 100, Pueblo, CO 81002 (U.S. General Services Administration)
$1.25

Assessing your skills and interests, preparing a resume, writing cover letters, and interviewing. Lists sources of information and a helpful checklist. 28 pp.

■ Tips for a Successful Interview

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$89

What do employers look for? What has worked best for job seekers? Wouldn't you like to know? This video answers your questions.

■ Up Close and in Person

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689.
$85 Video
$43.50 Filmstrip/Cassette
$84.95 Interpreted VHS

Live-action video which shows the ways to make a good impression at a job interview.

■ Values, Decisions, Success!

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689
$85

Live-action video which examines the values needed for success in getting and keeping a job. 14:10 min.

■ Values and the Work Ethic

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$79 Apple 5.25", IBM 5.25", IBM 3.5"

Package includes disk with backup and 2 copies of the handbook, "Values: Where Do You Stand?"

■ Values: Where Do You Stand?

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$1.95 each
$17.95 Package of 10

Discusses values and the work ethic.

■ Very Quick Job Search

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$7.95

Help cut your job search time in half! Contains innovative job-search techniques with resume and interviewing ideas. Career and life planning techniques are also included.

■ What Color Is Your Parachute? 1991

Richard Nelson Bolles
American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$11.95

Here is the classic practical manual for job-hunters and career-changers.

■ Where Do I Look and What Do I Do?

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$1.95 each
$17.95 Package of 10

A 16-page booklet containing 15 suggestions for finding job openings and detailing the ways to follow-up job leads.

■ While at Work

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$69.50 Video
$43.50 Filmstrip/Cassette

Video transfer which stresses the importance of keeping a job and being promoted through proper actions, work habits and attitudes.

■ Who's Hiring Who? How to Find that Job Fast

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$9.95

Covers topics including scouting the job market, personal qualifications, letter writing, making contacts that work for you, interviewing, salary, and more. 260 pp.

■ Win with Motivation

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689
$85

Live-action video stresses the importance of motivation while seeking a job, performing well on the job, and advancing to a better position. 11:25 min. VHS only.

■ Work Attitudes

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$55.50 Ten booklets, five cassettes

Help your EH students learn about the traits that separate good workers from poor ones.

■ Working with Your Supervisor

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$89.95

Young people in a new job situation need to approach the relationship with their supervisor in a way that will help them succeed.

■ Would I Work With Me? The Teen's Point of View

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$99.95 VHS

A winner of a gold medal at the International Film and TV Festival, this video is designed specifically for teen employees. It features teens explaining what to expect in the adult working world, and what it takes to be a good employee. Teens will realize that a job involves responsibility, dependability, exercising initative and self-discipline, communication and occasional compromises with managers and co-workers, knowing the "rules of the game," and learning how they're expected to fit into the organization.

■ Write into a Job

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$7.95 softcover
$10.95 hardcover

This book offers much more than how to write good resumes and cover letters.

■ Writing Your Way Up the Job Ladder

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689
$85 Video
$43.50 Filmstrip/Cassette
$84.95 Interpreted VHS

Live-action video leads the viewer through written communication during the job search (e.g. letters of application, resumes, interview follow-up letters.) 13:27 min.

■ You and Your Co-Workers

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$89.95

This program deals with the importance of each person's relationship with coworkers. 11 min.

■ A Young Person's Guide to Getting and Keeping a Good Job

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$12 Instructor's Manual
$7.50 Student Manual

Notes

Notes

A separate instructor's guide is available to support this book and is essential for presentation in a group setting. The instructor's guide contains specific activities, transparency and handout masters, discussion topics, and more.

■ Your Job: Now It's Up to You

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689
$85 Video
$43.50 Filmstrip/Cassette
$84.95 Interpreted VHS

Live-action video emphasizes the importance of proper actions, work habits, and attitudes in keeping a job. 9:54 min.

■ Your Appearance I: The Interview

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$84.95 VHS

Examines several interview situations in which the applicant's appearance determines the chances for employment. 12 min. Grades 8-12.

■ Your Appearance I: The Interview

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$169

This multi-media package contains: Instructor's Notes (containing objectives and implementation instructions); a pad of Competency Requirements; a live action video entitled "Your Appearance I: The Interview"; 50 Good Grooming Guides; five copies of a handbook entitled "Grooming For Job Success"; a pad of student activity worksheets entitled "Test Your Appearance"; a pad of Assessment Checklists (test to determine attainment of competencies); Assessment Checklist Answer Key. Packaged in attractive portfolio binder.

■ Your Appearance I: The Interview

American Association for Vocational Instructional Materials, 745 Gaines School Road, Athens, GA 30605, 1-800-228-4689.

Also available through The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$85 Video
$43.50 Filmstrip/Cassette
$84.95 Interpreted VHS

Live-action video examines several interview situations in which the applicant's appearance determines the chances for employment.

■ Your Appearance II: On the Job

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$169

This multi-media package contains: Instructor's Notes (containing objectives and implementation instructions); a pad of Competency Requirements; a live action video entitled "Your Appearance II: On The Job"; 50 Good Grooming guides; five copies of a Handbook entitled "Grooming For Job Success"; a pad of student activity worksheets entitled "Test Your Appearance"; a pad of Assessment Checklists (test to determine attainment of competencies); Assessment Checklist Answer Key. Packaged in attractive portfolio binder.

■ Your Attitudes Make a Difference

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$1.95 each
$17.95 Package of 10

Describes the background behind the work ethic and some of the reasons why people work; to provide a feeling of self-esteem, to provide a living, to enjoy social contacts, etc.

■ Your First Interview

Ron Fry
American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$9.95

Your First Interview tells how to conduct oneself during every phase of the interview.

■ Your First Resume

Ronald W. Fry
American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$10.95

Students facing the job market for the first time or reentering the market no longer need to struggle with the creation of their first resume. 192 pp.

■ Your First Resume

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$12.95 book

This comprehensive book is specifically directed at young adults in high school and college preparing to enter the job market for the first time. Includes sample resumes, cover letters, and follow-up letters. 160-pp.

■ Your First Resume: The Essential Comprehensive Guide for Anyone Entering or Reentering the Job Market

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$10.95 (2nd Ed)

Features helpful advice, easy-to-use forms, and sample resumes and cover letters for graduates of high school or college, veterans, and re-entry workers.

■ Your Resume: A Self-Portrait

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$80 VHS

Give your students the extra edge in their career search process with this informative yet entertaining full-motion video on how to create an effective resume. Students learn the format and content required as well as specific examples of effective cover letters.

Notes

Postsecondary Education and Training Resources

This section provides a listing of resources related to postsecondary training and educational institutions. Included in this section are:

- general resources
- resources for information related to the military
- proprietary schools information
- public universities resources
- public medical schools and health science centers
- independent senior colleges and universities
- public community colleges
- independent junior colleges and public technical college systems

Reference Materials

■ Admissions Brochure: Coordinating Board Publications

Texas Higher Education Coordinating Board, Public Information Office, PO Box 12788, Austin, TX 78711-2788
$.15 per copy, minimum order 50 copies

Lists high school course requirements as well as SAT and ACT score requirements for the state's public universities.

How to Order: (1) Send a letter specifying the quantity and title of the publication you need. (2) Do not send a check/money order with the order—they will bill you for the order and the postage charged will be at the lowest rate. No sales tax is charged. (3) You will receive your order soon after your check/money order is received by the coordinating board.

■ Admissions Guide to Selective Business Schools

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$16.95 Softcover
$29.95 Hardcover

Provides advice for gaining admission to business schools, including MBA programs.

■ Barron's 300: Best Buys in College Education

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$12.95

Here's the book that helps students and parents get the most for their education dollar. 700 pp.

■ Barron's Compact Guide to Colleges

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$5.95 (7th Ed.)

This shorter college guide describes approximately 350 of the country's best-known schools. 480 pp.

■ Barron's Profiles of American Colleges

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$16.95 17th Edition

Completely updated to provide the latest facts on over 1500 accredited four-year schools. 1472 pp. 1990.

■ Barron's Profiles of American Colleges: Index of College Majors

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$11.95 (17th Ed.)

This volume presents information in chart form, thus saving college-bound students much time and effort in finding the right college.

■ Best Dollar Values in American Colleges

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$14.95

Over 150 American colleges and universities are profiled in depth in this book. These schools possess strong academic credentials without prohibitive costs.

■ Campus Clips

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$29.95

With Campus Clips, your students can "visit" all the schools they're considering and narrow down their options without leaving the classroom. They'll save time and money by visiting and applying to the colleges they're really interested in.

Notes

Notes

■ Campus Visits and College Interviews

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$9.95

Shows readers how to get a true "insider's" view of a college.

■ Career Connection I & II

Educational Development & Training Center, East Texas State Univ., Commerce, TX 75429 1-800-356-EDTC
$15.95 Career Connection I
$13.95 Career Connection II

Connection I includes over 100 college majors including type of degree required and over 1,000 related occupations.

■ Choosing a College Major the Micro Way

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$59 Apple or IBM

This program allows students to focus on possible university majors. Based on an introductory assessment inventory, the student is directed to a Menu of Majors which covers over 200 university majors divided into six groups. Includes one diskette and manual.

■ College 101

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230, (214) 991-5252 (call collect)
$9.95

Poses typical questions that college bound students have about their freshman year and then provides insightful answers.

■ College Admissions Data Handbook

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$45 West Regional
$155 National Edition—4 Vol. Set, (price approx.) (30th Edition)

The handbook is a four-year college directory with 2 full pages per college description. It has more detailed admissions data than any other reference source with over 3,100 pages of comprehensive information on more than 1,530 accredited four-year colleges and universities.

■ College Admissions Index of Majors and Sports

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$25

This reference provides four important indexes for college selection: Majors; Intercollegiate Sports; Religious Affiliation; Cost range. Athletic scholarships are listed with a dollar symbol if offered by a college.

■ College Bound

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$9.95

Offers the information needed from the day the acceptance letter arrives through the first semester of college. 168 pp.

■ College Bound

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$82.50 Apple or IBM

Your college-bound students will find it easier to adjust to life on campus when they're prepared and know what to expect. This entertaining interactive tutorial features quality graphics and covers subjects including being away from home, dealing with roommates, transportation, where to live and signing up for classes. Complete package contains programs diskette with back-up, documentation, instructional guide with planning suggestions and teaching strategies.

■ College Cost Book

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$13.95

An all-new annual edition that includes a step-by-step guide to paying for college; advice on making the most of resources; how to estimate financial need; where and how to apply for aid; costs at 3,500 colleges, universities, and schools; national and regional tables to typical college expenses.

■ College Explorer

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$49.95 IBM (5.25 or 3.5)

Lets students and counselors explore information on 2,800 two- and four-year colleges.

■ College Finder

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$259 AppleII with 64K, IIe, IIc, IIgs, IBM 5.25 and 3.5"

This NEW second edition of College Finder still offers students and their parents the sensible way to look for the right college. Learn college selection options from 15 different questions. Search with 15 different answers and get meaningful results. Prioritize answers for a more meaningful search. See the 20 schools that match best. Change answers or priorities quickly and easily. Find detailed information about the schools. Get unlimited printouts. Helps students write customized letters to schools and prints out mailable copies (not on the group processing version.) College Finder comes with a Counselor's manual, program disks, and typeset Masters to print your own student handouts. Includes a free copy of Simon and Schuster's best selling college reference book, *The Right College*, an $18.95 value.

■ The College Handbook

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$17.95

Contains information on more than 3,100 two- and four-year colleges.

■ College Life

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230, (214) 991-5252 (call collect)
$82.50 Apple or IBM

Here's an opportunity to help your college-bound students learn in advance how to adjust to college life and recognize the importance and benefits of becoming involved in college activities. It provides an entertaining yet comprehensive perspective on the requirements of attending class, studying, writing papers, taking tests, figuring grades, and becoming involved in campus activities.

■ College Planner

The College Board, 45 Columbus Ave., New York, NY 10023-6992, (212) 713-8165
$29.95 Apple II family or MS-DOS

Enables counselors to make the best use of time by helping students gather college information and handle routine admissions procedures independently. Your students can create a personalized file for each college under consideration, including detailed facts, admissions and financial aid deadlines, schedules of campus visits, and personal impressions of college campuses, student life, and academic programs.

■ College Planning Calendar for Juniors and Seniors

The College Board, 45 Columbus Ave., New York, NY 10023-6992, (212) 713-8165
$4.95 each for 1-4 copies
$3 each for 5 or more copies

A wall calendar to help students keep track of what needs to be done when. It provides advice on how to: collect college information; schedule campus visits; find sources of financial aid.

■ College Major Reference Cards

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$34

These 105 cards cross-reference 90 of the most widely offered college majors to career opportunities.

Notes

Notes

■ College Pressures

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$150 VHS

Many of today's high school students cite college-related pressure as a major factor in drinking and drug abuse, in dropping out of school, and depression. 30 min.

■ College Scope

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$3.50 Booklet
$30 Booklets (set of 10)

This compact 50 page 4" x 8" booklet lists up-to-date admissions data on all 4-year accredited colleges and universities in the U.S.

■ College Success

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$49.95 VHS

This one hour full-motion video gives prospective college students self-confidence while teaching the skills they will need to thrive in a higher education environment. One 90-minute videocassette.

■ College Success Video

Ready Reference Press, PO Box 5249, Santa Monica, CA 90409, 1-800-424-5627
$98

This all-new video presentation helps students understand the myriad of factors that go into making an intelligent college choice.

■ College Survival Guide

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$29.95 VHS

With the College Survival Guide, the steps of entering college become easily understood. The tape explains the five essential steps of becoming a college student including entrance exams, choosing a college, college admissions, selecting a major, and financial aid.

■ Educational Opportunities in Texas Public Universities

Texas Higher Education Coordinating Board, Public Information Office, PO Box 12788, Austin, TX 78711-2788
$.65 per copy, minimum order 50 copies

A listing of degree programs offered by Texas public universities, cross-referenced by subject area.

How to Order: (1) Send a letter specifying the quantity and title of the publication you need. (2) Do not send a check/money order with the order—they will bill you for the order and the postage charged will be at the lowest rate. No sales tax is charged. (3) You will receive your order soon after your check/money order is received by the coordinating board.

■ Educational Opportunities and Technical Institutions Companion to Educational Opportunities in Texas Public Universities

Texas Higher Education Coordinating Board, Public Information Office, PO Box 12788, Austin, TX 78711-2788
$.35 per copy, minimum order 50 copies

A listing of technical and vocational programs by subject and institution.

■ Finding The Right College

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$98 VHS

This high-quality video uses humor, graphics, dramatization, and effective communication techniques to show college bound students how to select a school that is right for them academically, financially, and socially. One videocassette with manual incorporating reproducible checklists.

■ Four-Year Colleges

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$184 IBM 5.25"

Covers nearly 1900 accredited U.S. and Canadian four-year institutions.

■ Four-Year College Databook

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$19.99

Includes 2,100 colleges and universities; 900 + undergraduate, graduate, and professional school majors; degrees, accreditation, enrollment, admissions, annual costs, financial aid. 550 pp.

■ Freshman College Companion

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$29.95

Explains to high school students and their parents what college is all about.

■ Get Organized: Fiske's Unbeatable System for Applying to College

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$10.95

Ideal for any student needing help in getting organized for the college application process.

■ How to Get into the College of Your Choice

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$79.95 VHS

Video program helps students organize their thoughts and narrow their choices. Walks them through the college admissions process. Students also learn the questions to ask parents, guidance counselors and teachers. One 90-minute videocassette and workbook.

■ How to Make the Right College Choice

Ready Reference Press, PO Box 5249, Santa Monica, CA 90409, 1-800-424-5627
$98

This all-new video presentation helps students understand the myriad of factors that go into making an intelligent college choice.

■ Index of Majors

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$14.95

A valuable, easy-to-use guide for students who know what—but not where—they want to study. Completely revised, covers 500 major fields of study and lists the colleges, state by state, that offer them. Based on information supplied by 3,000 colleges and graduate schools, the Index includes programs leading to all degree levels. New edition available each Fall.

■ Lovejoy's College Guide

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$18.95

Also can be purchased from any bookstore—B. Dalton.

Provides information on over 2,500 four-year and two-year schools. 1024 pp.

■ Lovejoy's College Guide: Preparing the College Application Package

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$89.95 VHS

This video is a candid program in which the Deans of Admission from major colleges and universities in the country provide college-bound students, their parents, and guidance personnel an insight into the admissions process from

Notes

Notes

the perspective of college admissions personnel.

■ Making the Grade in College

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$4.95

Here's a handbook of practical advice for everyone in college.

■ On the Road to College: Goals for College Success

Texas Higher Education Coordinating Board, Public Information Office, PO Box 12788, Austin, TX 78711-2788
$.40 per copy, minimum order 50 copies

A colorful booklet describing the course areas and skills that must be mastered in high school in order to succeed in college. Includes a high school course planning guide.

How to Order: (1) Send a letter specifying the quantity and title of the publication you need. (2) Do not send a check/money order with the order—they will bill you for the order and the postage charged will be at the lowest rate. No sales tax is charged. (3) You will receive your order soon after your check/money order is received by the coordinating board.

■ Peterson's Guide to Four Year Colleges, 1992

Peterson's Guide, 202 Carnegie Center, PO Box 2123, Princeton, N.J. 08543-2123
$17.95 softcover

Profiles of 2,000 colleges and universities, including comparative information on admission requirements, enrollment patterns, resources, and financial aid. 2777 pp.

■ Peterson's Handbook for College Admissions: A Family Guide

Western Psychological Services, 12031 Wilshire Boulevard, Los Angeles, CA 90025, 1-800-648-8857
$15

This practical handbook guides high school students and their families through the complicated process of college admission. It lists specific dos and don'ts, showing applicants how to gain an edge in the eyes of the admissions officers.

■ Preparing the College Application Package

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$89.95 VHS

Applying first-hand knowledge of college admissions directors, *Preparing the College Application Package* presents viewers with a comprehensive examination of all aspects of college admission. One videocassette.

■ The Right College

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$18.95

Simon and Schuster's best-selling college reference book.

■ Secrets of Writing the College Application Essay

Ready Reference Press, PO Box 5249, Santa Monica, CA 90409, 1-800-424-5627
$98

This video covers everything your college bound students will want to know about writing a college application essay including how to choose the right topic, how to write with style, structuring the essay, how to gain the reader's attention, and much more!

■ Student's Concise Encyclopedia

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$19.95

Essential information on virtually everything students will refer to throughout

their college studies—and also a handy one-volume home reference library.

■ Student Survival Guide

The College Board, 45 Columbus Ave., New York, NY 10023-6992, (212) 713-8165
$4.95

This all-new, compact guide offers practical strategies to help high school and college students develop the skills they need to get the most out of school. 48 pp.

■ Two-Year College Databook

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$19.96

Includes 2,350 colleges, lists 1,000 occupational-career programs. Contains data on nondegree awards, degrees, enrollment, accreditation, admissions, costs, and financial aid. 448 pp.

■ Your College Application

Gelband, Kubale, and Schorr
The College Board, 45 Columbus Ave., New York, NY 10023-6992, (212) 713-8165
$9.95

The new edition of this popular guide includes expanded financial aid advice, grade-point average ranking guidelines, a list of the four-year colleges that accept the common application, as well as updated information on the SAT and ACT and complete lists of Achievement Tests and Advanced Placement Examinations. 133 pp.

■ Writing Your College Application Essay

Sarah McGinty
The College Board, 45 Columbus Ave., New York, NY 10023-6992, (212) 713-8165
$9.95

Here is the completely updated edition of the College Board "classic" that has helped thousands of students write distinctive college application essays.

■ Write Your Way into College: A Successful Application Essay

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$7.95

How to write the effective college application essay and avoid the pitfalls that often result in rejection.

Military

■ America at Its Best: Opportunities in the National Guard

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$14.95 hardcover

The National Guard is an arm of the United States government in which young people can serve in the Military on a part-time basis after their first six months of training.

■ Information Hotlines for the Military: Call 24 hours for Career Information and Financial Aid Available

Texas Army National Guard 1-800-252-9995
Army 1-800-872-2769
Air Force 1-800-423-8723
Coast Guard 1-800-424-8883
Marines 1-800-627-4631
Navy 1-800-327-6289

■ Military Career Opportunities Series

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$14.95 each title, hardcover

Titles and descriptions: (1) *Exploring Military Service For Women*—a variety of educational and training opportunities have been designed to fit the talents of women in the military. (2) *Exploring Careers In The Military Services*—the military offers

Notes

Notes

a wide range of career options and occupational specialities. (3) *Reserved Officers Training Corps*—presents information about ROTC programs of all three services to assist young people considering entering ROTC programs after high school or while enrolled at a university or college. (4) *Qualifying For Admission To The Service Academies*—provides information pertaining to the five service academies that will be helpful to the young person who is considering a military career.

■ Military Opportunities Series

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$134.55

Students get a thorough understanding of the benefits and work involved in military service careers. Nine, 150 to 200-page books at 7.0 reading level.

■ Peace Corps Offices

Peace Corps, Public Response Unit, Box 141, Washington, D.C. 20526; (202) 606-3000

Peace Corps has regional recruiting offices nationwide. Check the white pages of your telephone directory, under U.S. Government, for the office nearest you, or write to the above address.

Proprietary Schools

This listing was provided by Texas State Occupational Information Coordinating Committee. For a current listing or to validate programs and schools, contact the Texas Education Agency at (512) 463-9475.

ANGELINA
Career Development Center
Lufkin (409) 637-1740

BEXAR
Agency Training Systems
San Antonio (512) 435-1456
Barbizon School of San Antonio
San Antonio (512) 824-6391
CBM Education Center of San Antonio Electronics Div.
San Antonio (512) 244-9834
CBM Education Center of San Antonio, Inc.
San Antonio (512) 224-9286
Career Point Business School
San Antonio (512) 732-3000
Durham College of San Antonio, Inc.
San Antonio (512) 736-1566
Hallmark Institute of Technology (North)
San Antonio (512) 690-9000
Hallmark Institute of Technology (South)
San Antonio (512) 924-8551
Hampton Hall
San Antonio (512) 736-1890
Hospitality Career Center
San Antonio (512) 366-0970
Humana Health Institute
San Antonio (512) 733-3056
ITT Technical Institute
San Antonio (512) 737-1881
John Casablancas Modeling and Career Center
San Antonio (512) 366-9557
Lincoln Graduate Center
San Antonio (512) 225-2897
Mansfield Business School
San Antonio (512) 432-3100
Mansfield Business School
San Antonio (512) 927-3924
Mansfield Technical Center
San Antonio (512) 533-2277
Modencare, Inc.
San Antonio (512) 733-8584
NEC-NIT
San Antonio (512) 733-6000
National Academy for Paralegal Studies, Inc., San Antonio (800) 922-0771
S.W. School of Business & Technical Careers, San Antonio (512) 921-0951
SST Travel Schools of Texas
San Antonio (512) 736-4299
San Ant. Col of Med & Den Asst. Inc. Med Cntr Br.
San Antonio (512) 692-3829
San Antonio College of Med. & Dental Asst's, Inc.
San Antonio (512) 733-0777
San Antonio Court Reporting Institute Inc.
San Antonio (512) 366-0144
San Antonio Trade School
San Antonio (512) 533-9126
Sandy Sims Company
San Antonio (512) 492-2392
Southwest School of Court Reporting
San Antonio (512) 525-8595
Southwest School of Medical Assistants
San Antonio (512) 224-2296
Texas Vocational School
San Antonio (512) 225-3253

BOWIE
Career Academy, Inc.
Texarkana (214) 832-1021

BRAZOS
Brazos Business College
Bryan (409) 822-6423

BROWN
Central Texas Commercial College
Brownwood (915) 646-0521

CALDWELL
Diesel Specialty's
Luling (512) 875-5648

CAMERON
CBM Ed. Ctr. of the Rio Grande Valley
San Benito (512) 399-4007
Human Resources Development Center
Brownsville (512) 544-6229
National Career Institute
Harlingen (512) 425-4183
South Texas Vocational-Technical Institute
Harlingen (512) 423-7888
South Texas Vocational-Technical Institute
Brownsville (512) 546-0353

COLLIN
National Schools, Inc.
Plano (214) 423-4898

DALLAS
AIMS Academy
Dallas (214) 988-3202
ATI Health Education Center
Dallas (214) 688-0467
ATI-Career Training Center
Dallas (214) 902-8191
ATI-Graphic Arts Institute
Dallas (214) 353-9056
Adam Roarke's Film Actors Lab, Inc
Irving (214) 869-3116
Advanced Career Training
Dallas (214) 692-5400
Allstate Business College, Inc
Dallas (214) 357-8453
American Inspectors Institute
Dallas (214) 669-9998
American Institute of Commerce
Dallas (214) 458-1225
American Trades Institute
Dallas (214) 352-2222
Art Institute of Dallas
Dallas (214) 692-8080
Barbizon School of Modeling
Dallas (214) 980-7477
Barbizon School of Modeling-Ft. Worth
Dallas (817) 924-3241
Blackstone School of Law
Dallas (214) 242-7823
CDI Career Development Institute of Dallas
Dallas (214) 688-5910
Central Texas Commercial College-Branch Facility
Dallas (214) 368-3680
ConCorde Career Institute
Dallas (214) 387-8670
Court Reporting Institute of Dallas
Dallas (214) 350-9722
Dallas Institute of Funeral Service
Dallas (214) 386-5466
Dallas/FW School of Law, Inc./ Paralegal Division
Irving (214) 579-1071
Executive Secretarial School
Dallas (214) 369-9009
Faces International
Dallas (214) 357-0323
H & R Block of Dallas, Inc.
Dallas (214) 490-3357
H & R Block of South Texas, Inc.
Dallas (214) 956-7004
H. D. Vest Investment Securities, Inc.
Irving (214) 556-1651
ITT Technical Institute
Garland (214) 279-0500
Institute of Graphological Science
Dallas (214) 351-3668
Interactive Learning Systems
Dallas (214) 988-1715
International Aviation & Travel Academy-Dallas,
Dallas (214) 934-8391
International Bartending Institute of Dallas Co., Irving (214) 255-1722
John Robert Powers School
Dallas (214) 738-2021
KD Studio, Inc.
Dallas (214) 638-0484
Learning Techniques
Dallas (214) 368-0496

Lindsey-Cooper Refrigeration School, Inc.
Irving (214) 790-7404
Longman Financial Services Institute
Dallas (214) 387-4761
Loyle Leonard Schools
Garland (214) 303-0702
MTA School
Dallas (214) 631-8113
Mansfield Business School
Dallas (214) 943-7900
Mansfield Business School
Dallas (214) 216-1996
Margo Manning Casting and Acting Studio, Dallas (214) 869-2323
NEC-NIT Campus
Dallas (214) 503-9373
National Continuing Education Corporation
Richardson (214) 699-2700
Nurses Aide Academy, Inc.
Dallas (214) 827-6041
Orende Hypnosis Center
Dallas (214) 358-3633
PCI Health Training Center
Dallas (214) 630-0568
Prep Tutoring Service, Inc.
Dallas (214) 691-3114
Professional Court Reporting, Inc.
Richardson (214) 231-9503
Regional Travel Training Center, RTTC
Dallas (214) 638-7882
Southeastern Paralegal Institute
Dallas (214) 385-1446
Stanley H. Kaplan Educational Center
Dallas (214) 750-0317
Texas Continuing Ed. Services for Nurses, Inc.
Dallas (214) 368-4275
The C.A.P.E. Center, Inc.
Dallas (214) 692-0263
William C. Dear Academy
De Soto (214) 223-4452

DENTON
Business Skills Training Center
Denton (817) 382-7922

ECTOR
American Commercial College
Odessa (915) 332-0768
Avalon Vocational-Technical Institute
Odessa (915) 563-9000

ELLIS
National Tennis Academy
Waxahachie (214) 937-0311

EL PASO
Career Centers of Texas - El Paso, Inc.
El Paso (915) 595-1935
Computer Career Center
El Paso (915) 779-8031
Durham College of El Paso, Inc.
El Paso (915) 533-9797
International Bartenders School of El Paso
El Paso (915) 594-9089
International Business College
El Paso (915) 566-8644
International Business College, Inc.-N.W. Campus
El Paso (915) 757-3461
International Business College-Bond Office
El Paso (915) 859-3986
Mannequin Manor Fashion Career School
El Paso (915) 593-7328
Mansfield Business School
El Paso (915) 772-0555
School for Educational Enrichment
El Paso (915) 584-9499
Southwest Institute of Merchandising and Design
El Paso (915) 593-7328
Western Technical Institute
El Paso (915) 532-3737
Western Technical Institute
El Paso (915) 566-9621

FLOYD
Gregg School of Auctioneering
Lockney (806) 293-2830

FORT BEND
Capstone Continuing Education
Sugarland (713) 242-6404

GRAYSON
International Business School
Sherman (214) 893-6604

GREGG
Avalon Vocational Technical Institute, Inc.
Longview (903) 295-2002
Bish Mathis Institute
Longview (903) 759-0001
Brown Institute of Court Reporting and Business
Longview (903) 757-4338
Evan's Travel School, Inc.
Longview (903) 663-2525

HARRIS
A-Professional
Houston (713) 468-4660
APM Studio
Houston (713) 440-6509
ASSIST
Houston (713) 961-3278
Academy of Health Care Professions
Houston (713) 748-5604
Allegro Travel School
Houston (713) 871-9186
Amari Institute, Inc.
Houston (713) 695-7557
American Language School
Houston (713) 973-7982
Art Institute of Houston
Houston (713) 523-2564
BAR/BRI Professional Centers
Houston (713) 739-9482
Barbizon School of Houston
Houston (713) 526-6311
Bess High School of Floral Design
Houston (713) 673-3739
Bradford School of Business
Houston (713) 629-8940
Branell Institute
Houston (713) 795-0031
CAD Technology, Inc.
Houston (713) 785-2411
CDI Career Development Institute of Houston, Houston (713) 522-6000
Cenikor
Houston (713) 228-4447
Chenier
Houston (713) 784-4490
Clerical Art School
Houston (713) 780-0024
Computech Vocational Schools, Inc.
Houston (713) 880-5575
ConCorde Career Institute
Houston (713) 943-3536
ConCorde Career Institute
Houston (713) 863-0404
Connecticut School of Broadcasting-Texas
Houston (203) 242-8655
Development Training Institute
Houston (713) 440-0666
H & R Block Income Tax School
Houston (713) 568-1829
Horn Drafting and C.A.D. Center
Houston (713) 621-9383
Houston Academy of Career Development
Houston (713) 692-6221
Houston Medical Career Training, Inc.
Houston (713) 641-6300
Houston Montessori Center
Houston (713) 529-8882
Houston School of Floral Design
Houston (713) 977-4364
Houston Technical College
Houston (713) 529-8143
Houston Travel Academy
Houston (713) 333-3490

ITT Technical Institute
Houston (713) 270-1634
ITT Technical Institute
Houston (713) 873-0512
Interactive Learning Systems
Houston (713) 782-5161
International Bartending Institute of Houston, Houston (713) 463-3412
International Career Schools
Houston (713) 649-0067
International Travel Institute
Houston (713) 785-4268
Kellow Technical College, Inc.
Houston (713) 923-1464
M & M Word Processing Institute, Inc.
Houston (713) 981-8001
Mansfield Business School
Houston (713) 367-9132
Massey Business College
Houston (713) 521-0426
Meadows Models School of Modeling
Houston (713) 780-9099
Metils, Inc.
Houston (713) 641-0436
Microcomputer Technology Institute, Inc.
Houston (713) 974-7181
Microcomputer Technology Institute-Friendswood Br.
Friendswood (713) 996-8180
National Education Center-Bryman Campus
Houston (713) 776-3656
National Education Center-Bryman Campus-North
Houston (713) 447-6656
Noble Financial Group, Inc.
Pasadena (713) 473-7349
Northwest Educational Center, Inc.
Houston (713) 680-2929
Page Parkes School of Modeling
Houston (713) 622-7171
Paralegal Training Institute-Clear Lake
Webster (713) 338-2668
Polytechnic Institute, Inc.
Houston (713) 694-6027
Professional Business School
Houston (713) 247-9700
Professional Training Services
Houston (713) 556-0082
RETS Electronic Institute
Houston (713) 946-6366
Rice Aviation
Houston (713) 644-6616
School of Automotive Machinists
Houston (713) 683-3817
Sensa Educational Systems
Houston (713) 939-7753
Shelton School of Floral Design
Houston (713) 644-4151
Shirley Baker School of Court Reporting
Houston (713) 680-2900
Singleton Institute of Technology
Houston (713) 635-2712
Southwest Bartending Academy
Houston (713) 893-5656
Southwestern Accounting Institute, Inc.
Houston (713) 666-7600
Southwestern Paralegal Institute, Inc.
Houston (713) 666-7600
SystemOne Travel Academy
Houston (713) 878-3000
Technical Training Institute
Houston (713) 661-3653
Texas Dental Technology School
Houston (713) 645-1612
Texas Institute for Professional Education, Inc.
Houston (713) 556-9628
Texas School of Bartenders
Houston (713) 522-4600
Texas School of Business Southwest, Inc.
Houston (713) 771-1177
Texas School of Business, Inc.
Houston (713) 876-2888
The Center for Advanced Legal Studies
Houston (713) 529-2778
The Houston-Galveston Psychoanalytic Institute
Houston (713) 524-0790
The Mayo-Hill School of Modeling
Houston (713) 789-7340
The Ocean Corporation
Houston (713) 530-0202
The Princeton Review
Houston (713) 688-5500
Universal Technical Institute
Houston (713) 443-6262

HARRISON
Bish Mathis Institute
Marshall (214) 935-2828

HIDALGO
CBM Education Center
McAllen (512) 630-2800
PVS-Brownsville
Pharr (512) 783-1180
Pharr Vocational School, Inc.
Pharr (512) 781-1181
Pharr Vocational School, Inc. DBA PVS-0S
Pharr (512) 783-1180
San Antonio Col. of Med. & Dent. Assts.-McAllen
McAllen (512) 630-1499
South Texas Vocational Technical Institute, Weslaco (512) 969-1564
South Texas Vocational Technical Institute, McAllen (512) 631-1107
Texas Vocational School
Pharr (512) 225-3253
Vanguard Institute of Technology
Edinburg (512) 380-3264
Vivian Harmon School of Modeling
McAllen (512) 687-3851

HUNT
Amherst Career Center, Inc.
Greenville (214) 455-7008

JEFFERSON
Chenier Business School
Beaumont (409) 899-1868
Delta Career Institute
Beaumont (409) 833-6161
M. Weeks Laboratory, Testing and School, Inc.
Nederland (409) 727-7640
Metils, Inc.
Beaumont (409) 832-2179

LA SALLE
South Texas Vocational Technical Institute
Cotulla (512) 725-9191

LLANO
Central Texas School of Taxidermy
Llano (915) 247-4733

LUBBOCK
American Commercial College
Lubbock (806) 747-4339
International Business College, Lubbock, Inc.
Lubbock (806) 797-1933
TAI Travel Academy
Lubbock (806) 797-3094
Texas Schools, Inc.
Lubbock (806) 744-1300

MCLENNAN
BTS-Baytown Technical School-Health Careers
Waco (817) 753-2525
Four-C College
Waco (817) 756-7201

MAVERICK
S.W. School of Business & Tech Careers -Eagle Pass.
Eagle Pass (512) 773-1373

MONTGOMERY
Brazos Business College
Conroe (409) 539-4006
International Aviation & Travel Academy (Spring)
Spring (713) 370-5544
The Woodlands Paralegal Institute
The Woodlands (713) 367-6448

NACOGDOCHES
Massey Business College
Nacogdoches (409) 564-3788

NUECES
CBM Education Center-Corpus Christi, Texas
Corpus Christi (512) 289-1051
Massey Business School
Corpus Christi (512) 857-5700
Metils, Inc.
Corpus Christi (512) 883-4357
Southeast Texas Technical Institute
Corpus Christi (512) 852-1888

PALO PINTO
North Texas Farriers School
Mineral Wells (817) 325-5202

POTTER
Diane's School of Modeling
Amarillo (806) 353-9011

RANDALL
Amarillo Montessori Academy
Amarillo (806) 353-3871
Metro Business Academy
Amarillo (806) 355-7278

SMITH
Bish Mathis Institute/Tyler Commercial College Branch
Tyler (214) 593-0166
Travel Careers, Inc.
Tyler (214) 581-8111
Tyler School of Business
Tyler (903) 592-2288
Tyler School of Business-Trade & Technical Campus
Tyler (214) 566-1756

TARRANT
AIMS Academy
Grand Prairie (214) 988-3202
ATI Health Education Center
Fort Worth (817) 261-6931
ATI-Career Training Center
Hurst (817) 284-1141
American Airlines Travel Academy
DFW Airport (817) 963-3480
Arlington Court Reporting College
Arlington (817) 640-8852
Arlington Tailoring School
Arlington (817) 261-0619
Avalon Vocational-Technical Institute, Inc.
Fort Worth (817) 877-5511
Bauder Fashion College
Arlington (817) 277-6666
Bryan Institute
Arlington (817) 265-5588
Cenikor
Fort Worth (817) 921-2771
Draughon's College of Business, Inc.
Fort Worth (817) 335-2381
Draughon's College, Nursing Assistant's Division
Fort Worth (817) 335-8400
Fort Worth Trade School
Fort Worth (817) 731-8423
Grayboy Publishing Company
Fort Worth (817) 834-3747
ITT Technical Institute
Arlington (817) 640-7100
International Aviation & Travel Academy
Arlington (817) 640-0553
Iverson Institute of Court Reporting, Inc.
Arlington (817) 265-1849
John Robert Powers School of Fort Worth
Fort Worth (817) 738-2021
Leonard's Training Programs, Inc.
Arlington (817) 261-3108
Lincoln Technical Institute
Grand Prairie (214) 660-5701
Mansfield Business School
Arlington (817) 649-5166
Mansfield Business School
Fort Worth (817) 834-1926
National Education Center
Fort Worth (817) 451-0017
Office Careers Centre
Fort Worth (817) 284-8107
Texas Court Reporting College
Fort Worth (817) 831-2287

TAYLOR
American Commercial College
Abilene (915) 672-8495
Ruth Ann Malm Modeling School
Abilene (915) 698-2673
Stenograph Institute of Texas
Abilene (915) 677-2003

TOM GREEN
San Angelo (915) 942-2073
American Commercial College
San Angelo (915) 942-6767
Chenier
San Angelo (915) 944-4404
West Texas Institute of Addiction Studies
San Angelo (915) 942-9575

TRAVIS
Allied Health Careers, Capital City Trade & Tech.
Austin (512) 892-5210
Austin Court Reporting Institute
Austin (512) 448-4528
Austin School of Bartenders
Austin (512) 459-1587
CBM Education Center of Austin
Austin (512) 442-3971
Capitol City Careers
Austin (512) 892-4270
Capitol City Trade & Technical School
Austin (512) 444-3257
Career Centers of Texas, Inc.
Austin (512) 450-0101
Center For Continuing Education
Austin (512) 288-5424
ITT Technical Institute
Austin (512) 339-8200
Institute of Nursing Technology
Austin (512) 331-9496
Jacki Nell Executive Secretary School, Inc.
Austin (512) 447-9415
Mansfield Business School
Austin (512) 440-8222
Pace Travel School
Austin (512) 459-1241
Phillips School of Business & Technology - Austin
Austin (512) 478-3446
Regional Training Center, Inc. dba RTC
Austin (512) 453-2600
Southwest School of Electronics
Austin (512) 892-2640
Thomas' School of Retail Floristry, Inc.
Austin (512) 860-2244

VAL VERDE
San Antonio Trade School
Del Rio (512) 774-5646

VICTORIA
Texas Vocational Schools, Inc.
Victoria (512) 575-4768

WALKER
Gulf Coast Trades Center
New Waverly (409) 344-6677

WEBB
CBM Education Center, Laredo
Laredo (512) 726-4676

WICHITA
Avalon Vocational-Technical Institute, Inc.
Wichita Falls (817) 692-6513

WILLIAMSON
Southwest Training Schools, Inc.
Round Rock (512) 388-1315

WOOD
I.Q. School of Auctioneering
Quitman (214) 878-2225

Public Universities

Institution	Administrative Officer	Main Telephone
Angelo State University 2601 W. Avenue N San Angelo 76901	Lloyd Vincent President	(915) 942-2073 STS 845-2073
Corpus Christi State University 6300 Ocean Drive Corpus Christi 78412	Robert R. Furgason President	(512) 991-6810 STS 828-5011
East Texas State University E.T. Station Commerce 75429	Jerry Morris President	(903) 886-5014 STS 838-5014
East Texas State University at Texarkana PO Box 5518 Texarkana 75501	John Moss President	(903) 838-6514 STS 839-1317
Lamar University at Beaumont PO Box 10001 Beaumont 77710	John Idoux Interim President	(409) 880-7011 STS 855-7011
Laredo State University West End Washington Street Laredo 78041	Leo Sayavedra President	(512) 722-8001 STS 820-3313
Midwestern State University 3400 Taft Boulevard Wichita Falls 76308	Louis Rodriguez President	(817) 692-6611 STS 836-4000
Prairie View A & M University PO Box 188 Prairie View 77446	Julius Becton, Jr. President	(409) 857-3311 STS 853-3311
Sam Houston State University Huntsville 77341	Martin Anisman President	(409) 294-1111 STS 858-1111
Southwest Texas State University PO Box 1002 SWTSU Station San Marcos 78666	Jerome Supple President	(512) 245-2121
Stephen F. Austin State University PO Box 6078 SFA Station Nacogdoches 75962	Donald E. Bowen President	(409) 568-2011 STS 854-0111
Sul Ross State University Alpine 79832	Vic Morgan President	(915) 837-8011 STS 844-8011
Uvalde Center of Sul Ross State Univ. Uvalde 78801	Frank Abbott Dean	(512) 278-3339
Tarleton State University Stephenville 76402	Dennis McCabe President	(817) 968-9100 STS 830-9100

Institution	Administrative Officer	Main Telephone
Texas A & I University Station 1 Kingsville 78363	Manuel Ibanez President	(512) 595-2111 STS 828-2111
Texas A & M University College Station 77843	William Mobley President	(409) 845-3211 STS 857-3211
Texas A & M University at Galveston PO Box 1675 Galveston 77553	William Merrell President	(409) 740-4400 STS 858-3200
Texas Southern University 3100 Cleburne Avenue Houston 77004	William Harris President	(713) 527-7011 STS 871-7011
Texas Tech University PO Box 4349 Lubbock 79409	Robert Lawless President	(806) 742-2011 STS 862-2011
Texas Woman's University PO Box 23925 TWU Station Denton 76204	Shirley Chater President	(817) 898-3201 STS 341-3201
The University of Texas at Arlington PO Box 19125 Arlington 76019	Wendell Nedderman President	(817) 273-2011 STS 832-2011
The University of Texas at Austin University Station Austin 78712	William Cunningham President	(512) 471-3434 STS 821-3434
The University of Texas at Brownsville 1614 Ridgely Road Brownsville 78520	Juliet Garcia President	(512) 381-2181 STS 826-2181
The University of Texas at Dallas PO Box 830688 Richardson 75083-0688	Robert Rutford President	(214) 690-2111 STS 839-2211
The University of Texas At El Paso El Paso 79968	Diana Natalicio President	(915) 747-5000 STS 846-5000
The University of Texas Pan American Edinburg 78539	Miguel Nevarez President	(512) 381-2011 STS 826-2011
The University of Texas of The Permian Basin Odessa 79762	Duane Leach President	(915) 367-2011 STS 846-2011
The University of Texas at San Antonio San Antonio 78285	Samuel Kirkpatrick President	(512) 691-4011 STS 253-4011

Institution	Administrative Officer	Main Telephone
The University of Texas at Tyler 3900 University Boulevard Tyler 75701	George Hamm President	(903) 566-7000 STS 837-8200
University of Houston 4800 Calhoun Houston 77004	Marguerite Ross Barnett President	(713) 749-1011 STS 852-0111
University of Houston-Clear Lake 2700 Bay Area Boulevard Houston 77058-1098	Glenn Goerke President	(713) 488-7170 STS 871-9011
University of Houston-Downtown One Main Street Houston 77002	George Magner Interim President	(713) 221-8000 STS 879-8000
University of Houston-Victoria 2302-C Red River Victoria 77901	Don N. Smith Interim President	(512) 576-3151 STS 827-0011
University of North Texas PO Box 13737 NT Station Denton 76203	Alfred Hurley Chancellor	(817) 565-2000 STS 834-2000
West Texas State University PO Box 997 Canyon 79016	Barry Thompson President	(806) 656-2100 STS 844-2100

Public Senior University Systems

Institution	Administrative Officer	Main Telephone
Lamar University System PO Box 11900, Lamar Station Beaumont 77710 • Lamar University at Beaumont • Lamar University at Orange • Lamar University at Port Arthur • Lamar University Institute of Technology	George McLaughlin Chancellor	(409) 880-7011 STS 855-7011
Texas A & M University System College Station 77843 • Corpus Christi State University • Laredo State University • Prairie View A & M University • Tarleton State University • Texas A & I University • Texas A & M University • Texas A & M University at Galveston • West Texas State University	Herbert H. Richardson Chancellor	(409) 845-3211 STS 857-3211

Institution	Administrative Officer	Main Telephone
Texas State University System 505 Sam Houston Building Austin 78701 • Angelo State University • Sam Houston State University • Southwest Texas State University • Sul Ross State University • Uvalde Study Center	Lamar Urbanovsky Chancellor	(512) 463-1808 STS 255-1808
The University of Texas System 601 Colorado Austin 78701 • The University of Texas at Arlington • The University of Texas at Austin • The University of Texas at Brownsville • The University of Texas at Dallas • The University of Texas at El Paso • The University of Texas-Pan American • The University of Texas of the Permian Basin • The University of Texas at San Antonio • The University of Texas at Tyler	Hans Mark Chancellor	(512) 499-4201
University of Houston System 1600 Smith, Suite 3400 Houston 77002 • University of Houston • University of Houston-Clear Lake • University of Houston-Downtown • University of Houston-Victoria	Alexander Schilt Chancellor	(713) 754-7404

Public Medical Schools and Health Science Centers

Institution	Administrative Officer	Main Telephone
Texas A & M University College of Medicine Veterinary Medicine College Station 77843	William Mobley President	(409) 845-3211 STS 857-3211
Texas College of Osteopathic Medicine 3500 Camp Bowie Boulevard Fort Worth 76107-2690	David Richards President	(817) 735-2000 STS 891-2000
Texas Tech University Health Sciences Center 3601 4th Street Lubbock 79430	Robert Lawless President	(806) 743-3111 STS 863-3111
The University of Texas Health Science Center At Houston PO Box 20036 Houston 77225-0036	David Low President	(713) 792-2121 STS 859-2121

Institution	Administrative Officer	Main Telephone
The University of Texas Health Science Center At San Antonio 7703 Floyd Curl Drive San Antonio 78284	John Howe, III President	(512) 567-7000 STS 240-7000
The University of Texas Medical Branch At Galveston 301 University Blvd., Suite 604 Galveston 77550	Dr. Thomas N. James President	(409) 761-1011 STS 856-1011
The University of Texas Southwestern Medical Center at Dallas 5323 Harry Hines Boulevard Dallas 75235	C. Kern Wildenthal President	(214) 688-3111 STS 345-3111

Independent Medical and Dental Schools

Institution	Administrative Officer	Main Telephone
Baylor College of Dentistry 3302 Gaston Avenue Dallas 75246	Dominick De Paola Dean	(214) 828-8100
Baylor College of Medicine One Baylor Plaza Texas Medical Center Houston 77030	William Butler President Michael DeBakey Chancellor	(713) 798-4951

Independent Senior Colleges and Universities

Institution	Administrative Officer	Main Telephone
Abilene Christian University PO Box 8000 ACU Station Abilene 79699	John Stevens Chancellor William Teague President	(915) 674-2000
Amber University 1700 Eastgate Drive Garland 75041	Douglas Warner President	(214) 279-6511
Austin College 900 N. Grand Sherman 75091-1177	Harry Smith President	(903) 813-2000

Institution	Administrative Officer	Main Telephone
Baylor University Waco 76798	Herbert Reynolds President	(817) 755-1011
Concordia Lutheran College 3400 IH 35 North Austin 78705	Ray Martens President	(512) 452-7661
Dallas Baptist University 7777 W. Kiest Boulevard Dallas 75211-9800	Gary R. Cook President	(214) 331-8311
East Texas Baptist University 1209 N. Grove Marshall 75670	Robert E. Craig President	(903) 935-7963
Hardin-Simmons University 2200 Hickory Abilene 79698	Lanny Hall President	(915) 670-1000
Houston Baptist University 7502 Fondren Road Houston 77074-3298	Douglas Hodo President	(713) 774-7661
Howard Payne University Brownwood 76801	Don Newbury President	(915) 646-1084
Huston-Tillotson College 1820 E. 8th Street Austin 78702-2793	Joseph T. McMillan, Jr. President	(512) 476-7421
Incarnate Word College 4301 Broadway San Antonio 78209	Louis Agnese, Jr. President	(512) 828-1261
Jarvis Christian College PO Drawer G, Highway 80 Hawkins 75765	C. A. Berry, Jr. Interim President	(903) 769-2174
LeTourneau University PO Box 7001 Longview 75607-7001	Alvin Austin President	(903) 753-0231
Lubbock Christian University 5601 W. 19th Street Lubbock 79407	Steven Lemley President	(806) 792-3221
McMurry University South 14th & Sayles Street Abilene 79697	Thomas Kim President	(915) 691-6200
Our Lady of the Lake University of San Antonio 411 S.W. 24th Street San Antonio 78285	Sister Elizabeth Sueltenfuss President	(512) 434-6711
Paul Quinn College 3837 Simpson Stuart Road Dallas 75241	Warren Morgan President	(214) 371-1312

Institution	Administrative Officer	Main Telephone
Rice University (William Marsh) PO Box 1892 Houston 77251	George Rupp President	(713) 527-8101
St. Edward's University 3001 S. Congress Austin 78704	Patricia Hayes President	(512) 448-8400
St. Mary's University of San Antonio One Camino Santa Maria San Antonio 78284	Rev. John J. Moder President	(512) 436-3011
Schreiner College Kerrville 78028	Sam Junkin President	(512) 896-5411
Southern Methodist University University Boulevard at Hillcrest Dallas 75275	Kenneth Pye President	(214) 692-2000
Southwestern Adventist College PO Box 567 Keene 76059-0567	Marvin Anderson President	(817) 645-3921
Southwestern Assemblies of God College 1200 Sycamore Waxahachie 75165	Delmer R. Guynes President	(214) 937-4010
Southwestern Christian College PO Box 10 Terrell 75160	Jack Evans President	(214) 563-3341
Southwestern University Georgetown 78626	Roy Shilling, Jr. President	(512) 863-6511
Texas Christian University 2800 S. University Drive Fort Worth 76129	William Tucker Chancellor	(817) 921-7000
Texas College 2404 N. Grand Avenue Tyler 75702	David Johnson President	(903) 593-8311
Texas Lutheran College 1000 W. Court Street Seguin 78155	Charles Oestreich President	(512) 379-4161
Texas Wesleyan University PO Box 50010 Fort Worth 76105-0010	Jake Shrum President	(817) 531-4444
Trinity University 715 Stadium Drive San Antonio 78284	Ronald Calgaard President	(512) 736-7011
University of Central Texas PO Box 1416 Killeen 76540-7416	Jack Fuller President	(817) 526-1277

University of Dallas
1845 East Northgate
Irving 75062-4799
Robert Sasseen
President
(214) 721-5000

University of Mary Hardin-Baylor
UMHB Station
Belton 76513
Jerry Bawcom
President
(817) 939-8642

University of St. Thomas
3812 Montrose Boulevard
Houston 77006
Joseph M. McFadden
President
(713) 522-7911

Wayland Baptist University
1900 W. 7th Street
Plainview 79072
Wallace Davis, Jr.
President
(806) 296-5521

Wiley College
711 Wiley Avenue
Marshall 75670
David Beckley
President
(903) 938-8341

Public Community Colleges

Institution	Administrative Officer	Main Telephone
Alamo Community College District PO Box 3800 San Antonio 78284 • Palo Alto College • San Antonio College • St. Philip's College	Doug Harlan Interim Chancellor	(512) 220-1500 STS 880-1011
Alvin Community College 3110 Mustang Road Alvin 77511	Rodney Allbright President	(713) 331-6111 STS 873-1000
Amarillo College PO Box 447 Amarillo 79178	George Miller President	(806) 371-5000 STS 844-6011
Angelina College PO Box 1768 Lufkin 75902-1768	Larry Phillips President	(409) 639-1301
Austin Community College PO Box 140526 Austin 78714	Dan Angel President	(512) 483-7000
Bee County College 3800 Charco Road Beeville 78102	Norman Wallace President	(512) 358-3130
Blinn College 902 College Avenue Brenham 77833	Walter Schwartz President	(409) 830-4000
Brazosport College 500 College Drive Lake Jackson 77566	John Grable President	(409) 265-6131

Institution	Administrative Officer	Main Telephone
Brookhaven College Dallas County Community College District 3939 Valley View Lane Farmers Branch 75244	Walter Bumphus President	(214) 620-4700 STS 897-4700
Cedar Valley College Dallas County Community College District 3030 N. Dallas Avenue Lancaster 75134	Carol Spencer President	(214) 372-8200 STS 897-8200
Central Texas College District Box 1800 Killeen 76540-9990	James Anderson Chancellor	(817) 526-7161
Cisco Junior College Rt. 3, Box 3 Cisco 76437	Roger Schustereit President	(817) 442-2567
Clarendon College PO Box 968 Clarendon 79226	Jerry Stockton President	(806) 874-3571
College of The Mainland 1200 Amburn Road Texas City 77591	Larry Stanley President	(409) 938-1211
Collin County Community College District 2200 West University McKinney 75070	John Anthony President	(214) 548-6790
Cooke County College 1525 W. California Gainesville 76240	Luther Bud Joyner President	(817) 668-7731
Dallas County Community College District 701 Elm Street Dallas 75202-3299 • Brookhaven College • Cedar Valley College • Eastfield College • El Centro College • Mountain View College • North Lake College • Richland College	J. William Wenrich Chancellor	(214) 746-2125 STS 897-2125
Del Mar College Baldwin and Ayers Corpus Christi 78404	Buddy Venters President	(512) 886-1203 STS 829-1203
Eastfield College Dallas County Community College District 3737 Motley Drive Mesquite 75150	J. Dan Sundermann President	(214) 324-7600 STS 897-7600

Institution	Administrative Officer	Main Telephone
El Centro College Dallas County Community College District Main & Lamar Dallas 75202	Wright Lassiter President	(214) 746-2010 STS 897-2010
El Paso Community College District PO Box 20500 El Paso 79998	Richard Rhodes Acting President	(915) 594-2000
Frank Phillips College PO Box 5118 Borger 79008-5118	Vance Gipson President	(806) 274-5311
Galveston College 4015 Avenue Q Galveston 77550	Marc A. Nigliazzo President	(409) 763-6551
Grayson County College 6101 Grayson Drive Denison 75020	Jim Williams President	(903) 465-6030
Hill College PO Box 619 Hillsboro 76645	William Auvenshine President	(817) 582-2555
Houston Community College System PO Box 7849 Houston 77270-7849	Charles Green Chancellor	(713) 868-0700 STS 869-5021
Howard College Howard County Junior College District 1001 Birdwell Lane Big Spring 79720	Bob Riley President	(915) 267-6311 STS 841-9000
Howard County Junior College District 1001 Birdwell Lane Big Spring 79720 • Howard College • Southwest Collegiate Institute for the Deaf	Bob Riley President	(915) 267-6311 STS 841-9000
Kilgore College 1100 Broadway Kilgore 75662	Bert Woodruff President	(903) 984-8531
Lamar University at Orange 410 Front Street Orange 77630	Steve Maradian President	(409) 883-7750
Lamar University at Port Arthur PO Box 310 Port Arthur 77641-0310	W. Sam Monroe President	(409) 727-0886
Lamar University Institute of Technology PO Box 10001 Beaumont 77710	Ken Shipper Interim Executive Director	(409) 880-8185
Laredo Junior College West End Washington Street Laredo 78040-4395	Roger Worsley President	(512) 722-4395

Institution	Administrative Officer	Main Telephone
Lee College 511 S. Whiting Street Baytown 77520-4703	J. B. Whiteley Interim President	(713) 427-5611
McLennan Community College 1400 College Drive Waco 76708	Dennis Michaelis President	(817) 756-6551 STS 823-6551
Midland College 3600 N. Garfield Midland 79705	David Daniel President	((915) 685-4500 STS 421-4500
Mountain View College Dallas County Community College District 4849 W. Illinois Avenue Dallas 75211-6599	William Jordan President	(214) 333-8700 STS 897-8700
Navarro College 3200 W. 7th Avenue Corsicana 75110	Gerald Burson President	(214) 874-6501 STS 839-8001
North Harris Montgomery County Community College District 250 Sam Houston Parkway East Houston 77060	John Pickelman Chancellor	(713) 591-3500
Kingwood College 20000 Kingwood Drive Kingwood 77339	Stephen Head President	(713) 359-1600
North Harris College 2700 W. W. Thorne Drive Houston 77073	Sanford Shugart President	(713) 443-5400
Tomball College 30555 Tomball Parkway Tomball 77375-1969	Roy Iazenby President	(713) 351-3300
North Lake College Dallas County Community College District 5001 N. MacArthur Boulevard Irving 75038-3899	James Horton President	(214) 659-5229
Northeast Texas Community College PO Box 1307 Mt. Pleasant 75455	Mike Bruner President	(903) 572-1911
Odessa College 201 W. University Odessa 79764	Philip Speegle President	(915) 335-6400 STS 842-2000
Palo Alto College Alamo Community College District 1400 W. Villaret Boulevard San Antonio 78224	Byron Skinner President	(512) 921-5260 STS 880-1500
Panola College W. Panola Street Carthage 75633	Gary McDaniel President	(903) 693-2022

Institution	Administrative Officer	Main Telephone
Paris Junior College 2400 Clarksville Street Paris 75460	Bobby Walters President	(903) 785-7661 STS 892-7661
Ranger Junior College College Circle Ranger 76470	Joe Mills President	(817) 647-3234
Richland College Dallas County Community College District 12800 Abrams Road Dallas 75243-2199	Stephen Mittelstet President	(214) 238-6200 STS 897-6000
San Antonio College Alamo Community College District 1300 San Pedro Avenue San Antonio 78284	Max Castillo President	(512) 733-2000 STS 823-2000
St. Philip's College Alamo Community College District 2111 Nevada Street San Antonio 78203	Stephen Mitchell President	(512) 531-3200
San Jacinto College District 4624 Fairmont Parkway, Suite 200 Pasadena 77504	Thomas Sewell Chancellor	(713) 998-6100
Central Campus 8060 Spencer Highway Pasadena 77505	Monte Blue President	(713) 476-1501
North Campus 5800 Uvalde Road Houston 77049	Edwin Lehr President	(713) 458-4050
South Campus 13735 Beamer Road Houston 77089	Parker Williams President	(713) 484-1900
South Plains College 1401 College Avenue Levelland 79336	Marvin Baker President	(806) 894-9611
Southwest Collegiate Institute For The Deaf Howard County Junior College District 1001 Birdwell Lane Big Spring 79720	Ron Brasel Executive Director/Dean	(915) 267-6311 STS 843-9000
Southwest Texas Junior College Garner Field Road Uvalde 78801	Billy Word President	(512) 278-4401
Tarrant County Junior College District 1500 Houston Street Fort Worth 76102-6599	C. A. Roberson Chancellor	(817) 336-7851 STS 839-7851
Northeast Campus 828 Harwood Road Hurst 76054	Herman Crow President	(817) 281-7860

Institution	Administrative Officer	Main Telephone
Northwest Campus 4801 Marine Creek Parkway Fort Worth 76179	Michael Saenz President	(817) 232-2900
South Campus 5301 Campus Drive Fort Worth 76119	Jim Worden President	(817) 534-4861
Temple Junior College 2600 S. First Street Temple 76504-7435	Marvin Felder President	(817) 773-9961
Texarkana College 2500 N. Robison Road Texarkana 75501	Carl Nelson President	(903) 838-4541
Texas Southmost College 80 Fort Brown Brownsville 78520	Juliet Garcia President	(512) 544-8200
Trinity Valley Community College 500 S. Prairieville Athens 75751	Ron Baugh President	(903) 677-8822
Tyler Junior College PO Box 9020 Tyler 75711	Raymond Hawkins President	(903) 531-2200 STS 892-2200
Vernon Regional Junior College 4400 College Drive Vernon 76384	R. Wade Kirk President	(817) 552-6291
Victoria College, The 2200 E. Red River Victoria 77901	Jimmy Goodson President	(512) 573-3291
Weatherford College 308 East Park Avenue Weatherford 76086	E. W. Mince President	(817) 594-5471
Western Texas College South College Avenue Snyder 79549	Harry Krenek President	(915) 573-8511
Wharton County Junior College 911 Boling Highway Wharton 77488	Elbert Hutchins President	(409) 532-4560

Private Independent Junior Colleges

Institution	Administrative Officer	Main Telephone
Jacksonville College 500 Pine Street Jacksonville 75766	Edwin Crank President	(903) 586-2518
Lon Morris College 800 College Avenue Jacksonville 75766	Faulk Landrum President	(903) 586-2471

Public Technical College System

Institution	Administrative Officer	Main Telephone
Texas State Technical College System (formerly Texas State Technical Institute—TSTI) Waco 76705	Cecil Groves Chancellor	(817) 799-3611 STS 883-2011
TSTC-Amarillo PO Box 11035 Amarillo 79111	Ronald DeSpain Campus President	(806) 335-2316 STS 843-7011
TSTC-Harlingen PO Box 2628 Harlingen 78550	Gilbert Leal Campus President	(512) 425-4922 STS 825-9011
TSTC-Sweetwater Rt. 3, Box 18 Sweetwater 79556	Clay Johnson Campus President	(915) 235-8441 STS 847-3011
TSTC-Waco 3801 Campus Drive Waco 76705	Don Goodwin Campus President	(817) 799-3611 STS 883-2011

Resources for Special Populations

This section provides a listing of resources specifically targeted for use with special populations. The term *special populations*, as used in the Carl D. Perkins Vocational and Applied Technology Education Act of 1990, includes students with handicaps, educationally and economically disadvantaged individuals (including foster children), individuals with limited English proficiency, individuals who participate in programs designed to eliminate sex bias, and individuals in correctional institutions.

Included in this section are resources for:

- Transition services.
- Nontraditional careers.
- Limited English proficient students.
- Educationally disadvantaged and incarcerated youth.
- Handicapped.

Transition Services

■ Basic Transition Skills Center

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$1613

Includes one each of the following: collating, sorting and filing small parts, basic hand tools, mail sorting, time incentive.

■ Basic Vocational Education

The University of Texas at Austin, Extension Instruction and Materials Center, PO Box 7218, Austin, TX 78713-7218, 1-800-252-3461
$19.50

Designed to assist classroom teachers in delivering basic vocational skills to at-risk and special needs learners who have deficiencies or who lack knowledge of basic employment skills necessary to make a successful transition from school to work.

■ Career Ladders for Challenged Youths in Transition from School to Adult Life

PRO-ED, 8700 Shoal Creek Blvd, Austin, TX 78758-6897, (512) 451-3246
$24 Paperback
$69 Videotape, VHS 12 min.
$89 Complete Program (Book and Videotape)

School-to-work transition has been a special education focus for several years. Featured in this book is the Career Ladder Program, rated as an exemplary school-to-work transition program by the U.S. Department of Labor. Career Ladders for Challenged Youth presents all of the elements that made the program successful for youths with mild disabilities.

Videotape—In this 12-minute video, the Career Ladder Program team summarizes the program, featuring employers, young participants at work, parents, and educators. The basic principles are clearly outlined in an entertaining and up-to-date production that received a Bronze Apple from the National Educational Film and Video Festival.

■ Career and Social Skills Training (CAST)

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135,1-800-726-0441
$1695 Complete System (includes 13 videotapes, instructor guide, manual, training videos, assessment disk, 144 student guides)

This series was designed to assess and teach social skills needed to be successful in a wide variety of occupational areas. The main goal of the CAST materials is to more effectively prepare students for the transition from school to the work place.

■ Curriculum for Supported Employment

The University of Texas at Austin, Extension Instruction and Materials Center, PO Box 7218, Austin, TX 78713-7218, 1-800-252-3461
$13.50 Curriculum
$19.50 Training Manual
$5 Resource Guide
$32.50 Complete Set

For teachers, paraprofessionals, and others involved in supported employment programs for severely to profoundly handicapped students in public schools.

■ Deluxe Transition Skills Center

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$2774

Includes one each of the following: Check-Out, measuring skills, tele-trainer, basic hand tools, 8405 small parts, collating, sorting and filing, alpha/numerical work samples, time incentive, mail sorting, mail prep.

■ Employability Skills for the Special Needs Learner

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$133 ($148 for Non-Members)

The five units in this curriculum are designed to assist the classroom teacher in

Notes

Notes

the delivery of employability skills to special needs learners and to aid these students in a successful transition from school to work.

■ Handbook of Vocational Special Needs Education

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$46.50 ($51.50 for Non-Members)

Here is a complete guide to programs for disadvantaged and handicapped students.

■ How to Develop Individualized Transition Plans (ITPs)

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$45 Price reduction on larger orders.

Under the Individuals with Disabilities Education Act of 1990 (IDEA), transition services are to be included in the individualized education program (IEP) of students. How to Develop Individualized Transition Plans was developed to assist in the development of the Individualized Transition Plans (ITPs) for transitioning from school to work and community life.

■ Improving Your Self-Concept

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135,1-800-726-0441
$69.95 Apple II (5.25")
$69.95 IBM (5.25" or 3.5")

A program designed for secondary and adult special needs students provides an interactive assessment of the students' strengths, weaknesses, likes, dislikes and roles.

■ A Job Trainer's Manual: Supported Employment for Low Functioning Rehabilitation Clients and Disabled Secondary Students

Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service.
$49.25

What is this all about? who is involved in a program like this includes: perceptual modalities, client analysis (assessing the client—determining learning styles), job analysis, job matching, training on the job, working with employers, phasing out of the workplace, follow-up, appendix.

■ Making the Transition: A Guide for Helping Students with Special Needs

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$11.50 ($13.50 for Non-Members)

Focuses on models and proven techniques that ease the transition from school to employment.

■ Multidisciplinary Perspectives in Vocational Assessment of Impaired Workers

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$46 ($51 for Non-Members)

This state-of-the-art resource for vocational counselors and other occupational medicine specialists focuses on evaluating ability to work despite impairment, rather than on qualification of the disability.

■ Planning for a Place

PRO-ED, 8700 Shoal Creek Blvd, Austin, TX 78758-6897, (512) 451-3246
$139 VHS

This award-winning videotape, shows teachers how to prepare handicapped students for the job market. Produced by a dedicated group of practitioners with first-hand experience, this videotape shows the way by breaking down the problem into manageable tasks and using a team effort technique. With an eye towards realism, this videotape shows how to—ascertain vocational possibilities; evaluate and relate student skills to possibilities; develop required skills through an educational program; place students in jobs and monitor their performance. This videotape will help teachers, parents, and administrators with their tough task and make a place for all students. 20 min.

■ Social Competence and Employability Skills Curriculum

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$110 ($120 for Non-members)

Here is a practical, step-by-step program to help disabled students make a successful transition from school to work.

■ Texas Transition Model: School to Work Transition Curriculum

The University of Texas at Austin, Extension Instruction and Materials Center, PO Box 7218, Austin, TX 78713-7218, 1-800-252-3461
$13.50

Developed for handicapped and academically disadvantaged students in vocational education.

■ Texas Transition Model: School to Work Transition Curriculum, Volume II

The University of Texas at Austin, Extension Instruction and Materials Center, PO Box 7218, Austin, TX 78713-7218, 1-800-252-3461
$29.50

This second volume of the Texas Transition Model provides a series of lesson plans written in short, concrete units.

■ Tools for Transition: Preparing Students with Learning Disabilities for Postsecondary Education

American Guidance Service, 4201 Woodland Rd.,PO Box 99, Circle Pines, MN 55014-1796, 1-800-328-2560
$99.95

Whether your students are bound for community colleges, four-year universities, or vocational-technical schools, this program gives them the tools to succeed. It helps them develop self-advocacy and social skills, self-confidence, and the ability to identify and solve problems. Materials: teacher's manual; student workbook; 2 script booklets; 48 black-line masters; videocassette.

■ Transition for Disadvantaged Students

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$15

Designed to provide a process to transition individuals from high school or community college to post-school employment or training.

■ Transition from School to Adult Life: Models, Linkages, and Policy

Sycamore Publishing Co., PO Box 133, Sycamore, IL 60178, (815)756-5388
$49.95

The most complete resource to date concerning transition-related issues. Esteemed chapter authors address far-reaching and complex issues related to school reform, model program development and evaluation, transition to college, state-level policy planning and development, and cultural and language issues. Contents: Part I—Introduction to Special Secondary Education and Transition Models; Part II—Introduction to Transition Methods; Part III—Introduction to Secondary Special Education and Transition Issue; Part IV—Introduction to Secondary Special Education and Transition Policy.

Notes

Notes

■ Transition Training: Manual for Personal Growth, Development, and Self-Improvement

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$10.50

The activities in this manual are designed to provide individuals with concepts and skills to manage transitions in interpersonal, school, and work settings.

■ Unlocking Potential: College and Other Choices for Learning Disabled People

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$12.95

Unlocking Potential contains a wealth of information and ideas for prospective postsecondary students and their families, high school and college counselors, and everyone concerned about the learning disabled student's future.

Nontraditional Careers

■ American Women of Achievement

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135,1-800-726-0441
$17.95 each, hardcover

This series of books presents illustrated biographies of women who have made outstanding contributions to all phases of American society. For ages 10 and up, 112-128 pages. From Abigail Adams to Babe Didrikson Zaharias.

■ Aspire Higher: Sports Careers for Women

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$29.95 VHS

Former Olympic figure skater Debi Thomas narrates this award-winning motivational video that features women in a variety of sports careers such as marketing, corporate fitness, sports journalism, coaching, and officiating. One 24-minute videocassette.

■ Black, Male and Successful in America

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$29 each

Focuses on the development of positive images and lifestyle for African-American in the 1990's. The video is designed to encourage dialogue among students, parents, and community groups. 14 min. VHS

■ Changing Roles of Men and Women: A Curriculum Guide

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$35 ($40 for Non-Members)

The guide includes hundreds of resource articles and fact sheets. 473 pp.

■ Chart Your Course: Career Planning for Young Women Building Partnerships: Career Exploration in the Workplace

WEEA Publishing Center, Education Development Center, Inc., 55 Chapel St., Suite 265, Newton, MA 02160, Customer Services: 800-225-3088
$16 Set

A two-volume set to help develop an innovative career exploration program for young women.

■ Choices/Changes: An Investigation of Alternative Occupational Role Models

WEEA Publishing Center, Education Development Center, Inc., 55 Chapel St., Suite

265, Newton, MA 02160, Customer Services: 800-225-3088
$13.50

These 29 engaging mini-biographies explain why women and men from all walks of life choose to pursue nontraditional careers. Written by students, Choices/Changes will help students reassess their perceptions about which occupations are "right" for which sex.

■ Connections: Women and Work and Skills for Good Jobs

WEEA Publishing Center, Education Development Center, Inc., 55 Chapel St., Suite 265, Newton, MA 02160, Customer Services: 800-225-3088
$13.50 Leader's Guide
$8.75 Gamebook

This program explores the connection between school and careers as a fun-filled, informative experience for middle school/early high school students.

■ Degrees of Success

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135,1-800-726-0441
$10.95

Filled with the true stories of women reentering school. Included are profiles of ordinary women who have done extraordinary things.

■ Directory of Career Resources for Minorities

Ready Reference Press, PO Box 5249, Santa Monica, CA 90409, 1-800-424-5627
$98.

This extremely useful directory is designed to help your students locate these often overlooked opportunities. They'll learn about hundreds of valuable programs including training programs, job referral services, scholarships and grant programs, outreach programs, and much more.

■ Equal Opportunity Through Vocational Education: A Curriculum Package for Language Minority Females

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$6.50

A curriculum package designed to increase the career awareness, employability skills, and entrepreneurial skills of language minority girls and young women.

■ Expanding Options

WEEA Publishing Center, Education Development Center, Inc., 55 Chapel St., Suite 265, Newton, MA 02160, Customer Services: 800-225-3088
$222 Set of eight workshop guides

A comprehensive training package for anyone who provides sex-equity training for various groups within the education community—teachers, students, parents, administrators, counselors, and support staff. Each facilitator's guide provides step-by-step instructions for conducting an effective workshop for the particular target group.

■ Exploring New Worlds

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$9.50 Set of 15

Exploring New Worlds encourages girls and women to consider careers in higher paying occupations. Pencil and paper activities can be used in the classroom or with individuals.

■ Fair Recruitment Model and Strategies

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$4.50

Provides a model, guidelines, and strategies for fair recruitment. Four nontraditional population target groups—by sex, age, handicap, and ethnic culture—are addressed in each strategy.

Notes

Notes

■ Freedom for Individual Development

WEEA Publishing Center, Education Development Center, Inc., 55 Chapel St., Suite 265, Newton, MA 02160, Customer Services: 800-225-3088
$28 Set

These five highly effective training modules form a program that enables participants to respond constructively to everyday instances of sexism that occur at school and within school districts.

■ Hand in Hand: Mentoring Young Women

WEEA Publishing Center, Education Development Center, Inc., 55 Chapel St., Suite 265, Newton, MA 02160, Customer Services: 800-225-3088
$17.50 Guide for Planning, Implementing, and Evaluating a Mentoring Program, 103 pp
$8.50 Ideabook for Mentors, 36 pp
$10.75 Student Career Journal, 58 pp

This set provides materials for training minority career women to be effective mentors for minority high school girls.

■ Handbook for Achieving Sex Equity Through Education

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$18.95 ($22.95 for Non-Members)

This book addresses virtually all important education-related sex equity issues. 544 pp.

■ Handbook of Employment Skills for Displaced Homemakers

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$.75

Contains information pertaining to employment skills for the displaced homemaker.

■ Informing Students About Nontraditional Careers: A Resource Manual

Texas Education Agency, Division of Vocational Education and Applied Technology, 1701 North Congress, Austin, TX 78701, (512) 463-9446.

A 1987 publicationl listing strategies and resources for enhancing gender equity. Developed by the University of North Texas.

■ It's Her Future

WEEA Publishing Center, Education Development Center, Inc., 55 Chapel St., Suite 265, Newton, MA 02160, Customer Services: 1-800-225-3088
$43 Purchase VHS
$7 Rental VHS
$23 Booklet (Package of 20)

This engaging film spurs young women, their parents, and their teachers to explore the range of training opportunities and benefits available in nontraditional careers.

■ Mirror Mirror

VAP Foundation, Dept. J, 23 Meadow Dr., Camp Hill, PA 17011-8331, (717)761-3381
$75 VHS

A ten-minute video tape which deals with a young woman's consideration of her future and eventual choice of a non-traditional career.

■ New Faces at Work

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$30

This videotape presents six men and women who have taken advantage of choosing occupations which previously were held mostly by the opposite sex.

■ New Pass: Nontraditional Education for Women, Paths to Economic Self-Sufficiency

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall

46, Macomb, IL 61455, 1-800-322-3905
$8

A unique career awareness program which uses nontraditional employment exploration as a vehicle to build life planning skills and motivate adolescent girls and teen mothers to avoid early and/or additional pregnancy.

■ New Pioneers: A Program to Expand Sex-Role Expectations in Elementary and Secondary Education

WEEA Publishing Center, Education Development Center, Inc., 55 Chapel St., Suite 265, Newton, MA 02160, Customer Services: 1-800-225-3088
$12 Seminar Leader's Handbook, 232 pp
$15 Reflections and Recommendations, 286 pp

A highly cost-effective training program that exposes the subtle ways that sexism creeps into the curriculum, teacher expectations, and student thinking.

■ Nonsexist Choices: A Guide to Equality in Language

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW.
$139 Apple II family, 5.25" IBM PC, 3.5" IBM PC

This software program and 22 reproducible cartoons introduce and teach concepts in bias-free communication skills. Learn why we should be concerned about sexist language, how to recognize it, and how to use alternatives. Includes cartoons, software, manual, and case.

■ Options: A Career Development Curriculum for Rural High School Students

WEEA Publishing Center, Education Development Center, Inc., 55 Chapel St., Suite 265, Newton, MA 02160, Customer Services: 1-800-225-3088
$14.25 Understanding People in Our Area, 146 pp
$9.50 Decision Making, 92 pp
$19.75 The Juggling Act: Lives and Careers, 206 pp

Through role-playing, case studies, classroom discussions, activities, self-assessments, and other exercises that involve and stimulate, this unique curriculum focuses on pressing problems faced by young rural students—especially women.

■ Project Equity—Whose Progress?

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$30

This videotape is the result of a statewide teleconference promoting sex equity.

■ Ready, Willing, and Able Staff Handbook

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135,1-800-726-0441
$65 Handbook
$348 Set of Ready, Willing, and Able materials (3 VHS tapes, student/client workbook, and staff handbook)

The handbook provides instructors, job placement specialists, vocational rehabilitation counselors, career counselors, and other individuals who work in special education and employment programs with detailed information and guidelines for planning programs and providing support services to disabled women and girls.

■ Science: Woman's Work

Modern, 5000 Park St. N., St. Petersbury, FL 33709, 1-800-243-6877
$40
Grade level 7-12

Why are young women "turned off" by high school math and science? This video looks for answers through women who are already established in science careers, and through the perceptions of parents, counselors, and teachers who all play important roles in shaping the future of high school students.

Notes

Notes

■ Sex Equity in Education: Readings and Strategies

Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service.
$52

Sex Role Stereotyping: How It Happens and How to Avoid It; Cost of Sex Bias in Schools: The Report Card; Early Childhood Sex Role Socialization; Winners and Losers?; Education and Masculinity; Educational Response to Contemporary Families;. What is Sex Fair Education?; What is Title IX?; Sexism: Still an Issue in Education; Physical Education and Athletics; Sex Equity in Vocational Education.

■ What is a Nontraditional Career?

Dr. Lois V. Cunningham, Region IV Education Service Center, P.O. Box 863, Houston, TX 77001-0863, (713) 462-7708.
$13

Video assists students in understanding traditional-Nontraditional Careers. Features a school superintendent, police officer, an attorney, nurse, college professor, newspaper publisher, medical doctor, and others.

■ Women of Influence!

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$69 Apple or IBM

This quiz can become a competitive game while it teaches about the nontraditional lives of famous American women. The 20 women's stories come alive through personal details and information about conditions for women during their lifetimes.

■ Vocational Inventory Video Kit

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$249.95 for the Complete Kit

A 1990 video showing males and females in nontraditional vocational settings to encourage students to participate in vocations of their choice regardless of gender. The kit includes: one 30-minute special effect still frame video and User's Guide, 200 Response sheets with reproduction rights and the Exploring Careers book, Instr. Guide, Workbook.

■ A Woman's Place

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$39.95 for VHS
$39.95 for BETA

This award winning video based on the LIFE magazine special report "Remarkable American Women" celebrates the fact that today A Woman's Place is...Everywhere! Both 25 min./HI-Fi/Color, Black and White

■ Women in Nontraditional Occupations Resource Manual

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$12

This resource contains classroom activities and worksheets that will help students understand the economic impact a career choice will have on their lives.

■ Women in Science

Agency For Instructional Technology, Box A, Bloomington, IN 47402-0120, 1-800-457-4509
$150 per program
$895 for set of 8 programs

Women in Science gives all students a good look at the possibilities for careers in science and stresses that high school mathematics and science courses are essential. The programs show more than 40 women scientists from California to Georgia on the job.

■ Women Police Officers: Current Career Profile

Patricia W. Lunneborg
Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service.
$39.50

This is the fullest possible portrait of the U.S. woman police officer today.

Limited English Proficient

■ Bibliography of Bilingual Materials for Career/Vocational Education

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$1.75

A bibliography of career and vocational education related holdings from the library collections at the Northwest Educational Cooperative.

■ Bibliography of Career, Vocational, and VESL Materials for the LEP

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$4.50

This bibliography represents the library holdings of the Northwest Educational Cooperative pertaining to vocational ESL, career, and vocational education for limited-English proficient students.

■ Bilingual Vocational Staff Development Resources—A Selected Bibliography

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$1.50

This annotated bibliography provides teacher educators and administrators with resources to plan and implement preservice and inservice training for instructors serving LEP vocational students.

■ Developing Programs for LEP Students in Vocational Education

The University of Texas at Austin, Extension Instruction and Materials Center, PO Box 7218, Austin, TX 78713-7218, 1-800-252-3461
$7.50 Handbook
$35 Videotape

Document the development of a model program for limited English proficient (LEP) students in vocational education.

■ Educating Hispanic Students: Cultural Implications for Instruction, Classroom Management, Counseling and Assessment

Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service
$35.75

Based on a survey of 500 individuals, this text offers educators and counselors a clear picture of the cultural characteristics of Hispanics living in the United States and suggests methods for effectively working with Hispanic students and parents.

■ Finding A Job: For ESL Students

Ready Reference Press, PO Box 5249, Santa Monica, CA 90409, 1-800-424-5627
$98

This is an extremely valuable video program for foreign born students. In clear, easy-to-understand language, it covers the basics of finding a job, including where to look, how to make use of the telephone and newspaper, how to handle the interview, and more.

■ A Handbook for Developing Multicultural Awareness

American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$24.95 regular price
$20.95 member price

A unique guide for counseling in a multicultural society, this book will help you to: become aware of your own multicultural identity; learn how to match the right counseling methods to your clients; understand what your culturally different clients are thinking but not saying; improve

Notes

Notes

the communication and cultural awareness among culturally different people. 216 pp.

■ Identification and Assessment of Limited-English-Proficient Students in Vocational Education: A Handbook of Procedures, Techniques, and Resources

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$7.50

This handbook is designed to help teachers, administrators, counselors, and others identify, assess, and place LEP students in vocational education.

■ LEP Handbooks for Vocational Teachers with Limited English Proficient Students

The University of Texas at Austin, Extension Instruction and Materials Center, PO Box 7218, Austin, TX 78713-7218, 1-800-252-3461
$6.50 Handbook for Co-op Teachers
$6.50 Handbook for Technology Education Teachers
$6.50 Handbook for T and I Teachers
$8.50 Conference Leader's Guide for ACCESS Team-Workshop for Teachers with LEP Students

Three handbooks to help vocational teachers who teach in English but have students who are lacking in English proficiency.

■ Limiting Bias in the Assessment of Bilingual Students

PRO-ED, 8700 Shoal Creek Blvd, Austin, TX 78758-6897, (512) 451-3246
$29

This well-edited book presents the diverse perspectives of 11 well-respected specialists—all both researchers and practitioners—in a variety of areas that affect education of the limited-English-proficient (LEP) special education student. 363 pp.

■ Multicultural Issues in Counseling: New Approaches to Diversity

American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$32.95 regular price
$29.95 member price

Contains practical guidelines and strategies for working with more than a dozen different racial groups within the African American, Asian American, Latino American, Native American and Arab American cultures. 214 pp.

■ Succeeding with LEP in Vocational Education: Common Concerns and Solutions

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$12.50

This manual is designed to be used as a resource in the planning and implementation of these support services.

■ Understanding and Counseling Ethnic Minorities

Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service.
$60.25

Although compiled specifically to help educators and social workers understand and effectively counsel persons from diverse ethnic backgrounds, this book will also serve as an important source of information for mental health professionals, school administrators and sociologists.

Educationally Disadvantaged and Incarcerated Youth

■ Career Planning for Adult Probationers: An Educational Resource Handbook for Probation Officers

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$15.95

This resource handbook is divided into four major sections: (1) education and probation linkages, (2) vocational assessment, (3) development and utilization of Individualized Career Plans, and (4) agencies and resources that offer programs for adult probationers.

■ Dropping Out=Broken Dreams

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$89.95 VHS

Six teenagers in an alternative school tell their personal stories about why they wanted to drop out of school and what happened to them when they did. 21 Min. Full motion. Color (Also available in Spanish)

■ How to Hold Your Job

PRO-ED, 8700 Shoal Creek Blvd, Austin, TX 78758-6897, (512) 451-3246
$34 Complete Kit
$27 Teacher's Curriculum Guide

A complete program for teaching adolescent and older mentally retarded students to develop positive work attitudes and values. It is suitable for school use or rehabilitation and habilitation programs. The 13 units of instruction are structured into day-by-day lessons that can comprise a semester or full year of instruction. The student workbook is written at a third grade reading level or below and gives the student a variety of experiences to reinforce your teaching.

■ Learning Styles Software Pack

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$195 Apple 64K
$195 IBM 5.25" or IBM 3.5"

Print a report that includes scores, graphic profiles, and specific teaching techniques. Recommended for at-risk and alternative ed programs. Includes 1 guide, a 5 disk lab pack, 1 set of reproducible response sheets and a site license.

■ The Learning Styles Video

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$249.95 Apple
$249.95 IBM 5.25" or IBM 3.5"

Use a video to administer the C.I.T.E. Learning Styles inventory in groups or individually. Nine topics are considered in the inventory: auditory language, auditory numerical, group learner, oral expressive, auditory-visual-kinesthetic, visual language, visual numerical, social learner, and written expressive. The Learning Styles Inventory meets Carl Perkins requirements and is excellent for use with slow readers, unmotivated students, special needs, and at-risk youth. Includes 1 guide, 1 diskette, 1 video, 100 response sheets and a Site License.

Handicapped

■ Assessment of Students with Handicaps in Vocational Education: A Curriculum-Based Approach

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$20.95 Trainers Manual ($23. for Non-Members)
$47.50 Seven Modules, plus Binder ($51.50 for Non-Members)

Notes

Notes

The CBVA training modules are a comprehensive assessment and service system which address the mandates for special needs learners contained in federal vocational education legislation.

■ Career and Vocational Education for the Mildly Handicapped

Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service.
$42.25

The Mildly Handicapped; Career Education: An Overview; Career Development Theory and Handicapped Populations; Career/Vocational Assessment and Evaluation; Traditional Approaches to Career and Vocational Education for the Handicapped; Issues in Career and Vocational Education for the Mildly Handicapped; Recommendations for Changes in the Public Schools; Transition and Postsecondary Recommendations; A Proposed Career/Vocational Curriculum. Bibliography.

■ Career Assessment Instrument Resource Guide

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$15.40 Instructor

Covers principles, process and instruments used to assess special needs students in academic, daily living, personal-social and occupational domains.

■ Career Assessment Inventories Learning Disabled (CAILD)

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$45 Test Kit (50 forms of abilities and inventories)
$15 Specimen Set (1 of each item listed above)

The CAILD takes personality, ability, and interest into account in pointing learning disabled students of all ages toward intelligent and realistic career choices.

■ Career Decision Making for Adolescents and Young Adults with Learning Disabilities: Theory, Research and Practice

Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service.
$28.75

Career Choice Theories: Trait Factor and Sociological Assumptions and History of Career Behavior Study; Developmental Career Theory: A Definition of Career Development Theory; Career Decision Making Theory: Career Decision Making Models by Harren and Krumboltz; Occupational Attainment of Adults with Learning Disabilities: A Review of Sixteen SLD Follow-up Studies; A Career Assessment and Decision-Making Model: Goals, Objectives, and Definitions for Career Assessment; Teaching Career Decision-Making Skills to SLD Adolescents and Young Adults: A Social Learning and Strategies Approach to Career Decision Making.

■ Career Development Interventions

Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service
$42.75

Activities, strategies, interventions, and programs that counselors can use to help their clientele become more effective, adaptive, and maneuverable in their careers are described. Contributors examine commonly used theories of career development, information services, use of tests, self-assessment, contractual arrangements, group approaches, and use of computers in facilitating career progression.

■ Career Development Plan

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$149.95 for Apple
$149.95 for IBM 5.25" or IBM 3.5"

Organize assessment and background information on student grades, interests, abilities, learning styles, behaviors, etc.,

into a formal report that ties directly to the students selected vocational course of study. Print results in standard IEP format.

■ Career Education Classroom Activities

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$21 each

Contains ready-made teacher/counselor classroom activities which address Education for Employment and the career development needs of persons with disabilities.

■ Career Search Programs

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$94.50 each software title:
Educable Retarded; Ortho. Handicapped; Hearing Impaired; Visually Handicapped; Learning Handicapped.

Help your special needs students plan careers with this software program. Each unit is geared to a specific handicap, matching personal interests and abilities to potential careers and subjects-to-study printouts. The handbooks and worksheets included allow students to work with minimal supervision.

■ Careers, A Beginning

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$35 Workbooks (set of 10)

Introduce your educable mentally handicapped and learning disabled students to the many aspects of employment. Use this book as an excellent basis for the study of occupations.

■ Competitive Job-Finding Guide for Persons with Handicaps Job-Finder's Workbook

PRO-ED, 8700 Shoal Creek Blvd, Austin, TX 78758-6897, (512) 451-3246
$31 Competitive Job-Finding Guide for persons with Handicaps
$37 Job-Finder's Workbook (10)

The 197-page Job Finding Guide contains easy-to-follow instructions for anyone who helps handicapped persons find and keep jobs.
The 60-page Job-Finder's Workbook, which comes in packages of 10, contains 20 handy forms for use with or without the Job-Finding Guide. The useful, clear forms have been field tested with job-seeking clients.

■ Conferencing Parents of Exceptional Children

PRO-ED, 8700 Shoal Creek Blvd, Austin, TX 78758-6897, (512) 451-3246
$37 Second Edition

Educators, including classroom teachers, must help parents and families contend with the various issues they routinely confront when living with an exceptional child. This book provides educators with parent-conferencing skills and strategies to help build trusting partnerships with the parents of their exceptional students. Starting with strategies and procedures for planned parent conferences—right on through meetings involving angry parents and conflict situations—step-by-step guidelines help educators communicate with families. 450 pp.

■ Disabled Teens

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135,1-800-726-0441
$150 VHS

Physically disabled teens have many more hurdles to overcome than just the awkwardness of adolescence. 30 min.

■ EBSCO IEP Generator

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$89.95 Apple 3.5" or 5.25"
$94.95 IBM 3.5" or 5.25"

Type in your own goals, objectives and activities. You can store up to 500 objectives on one disk. You can create as many data disks as you need. Print a list of the goals, objectives and activities for quick reference. Add, delete or modify

Notes

Notes

your goals and objectives until they are correct.

■ Employment for Individuals with Disabilities. What Every Job-Seeker with a Disability Needs to Know

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$45

Employment for Individuals with Disabilities provides information for individuals with disabilities, and professionals who work with them.

■ Financial Planning for the Handicapped

Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service.
$39.50

A System of Personal Financial Statements for the Handicapped; An Introduction to the Mathematics of Finance; The Role of Investments in Financial Planning for the Handicapped; Health and Disability Insurance and the Handicapped; Life Insurance and the Handicapped; Taxes; Social Security; Retirement Income and Expenses for the Handicapped or Disabled; Fundamentals of Estate Planning for the Handicapped; Wills; Trusts.

■ Guidance Activities for Special Needs Students

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$21.40 Instructor

Helps meet the requirements of the Carl Perkins Act. Activities meet competencies in the Missouri Model for Comprehensive Guidance Programs and are correlated to the Missouri Core Competencies and Key Skills.

■ Handbook of Career Planning for Special Needs Students

American Guidance Service, 4201 Woodland Rd.,PO Box 99, Circle Pines, MN 55014-1796, 1-800-328-2560
$52

An essential, practical reference for counselors and teachers who work with special needs students in junior and senior high. Discusses the career options open to young adults with mental, physical, or emotional handicaps. Gives detailed procedures for helping these students attain their potential in independent living and successful careers. Hardcover; 364 pp.

■ Helping Families Help Children: Family Interventions with School-Related Problems

Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service.
$40

The School Phobic Child; The Suicidal Adolescent; The Gifted Child; The Abused Child; the Child of Alcoholic Parents; The Truant Child; the Mentally Retarded Child; the Child Under Stress; the Unwed Adolescent Mother; Characteristics of Healthy Families; Families in Transition; Children and Divorce; Single Parent Families; Stepfamilies; Dual Career Families; Classifying and Managing School Behavior Problems; The IEP and School-Parent Problem Solving; Cultural Issues in School and Family; Counseling Children and Families in the Schools.

■ Helping Students Succeed in the Regular Classroom

Careers, Inc., 1211 10th St., S.W., PO Box 135, Largo, FL 34649-0135, 1-800-726-0441
$24.95

Shows how to develop programs to help learning impaired, handicapped, and other students within the regular classroom situation and avoid costly and often ineffective special education classes.

■ IEP Development for Handicapped Learners in Vocational Education: the Role of the Guidance Counselor

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$.75

Developed in response to the active role guidance counselors must take in the Individualized Education Program (IEP) for handicapped students.

■ Job Club Counselor's Manual

A Behavioral Approach to Vocational Counseling
PRO-ED, 8700 Shoal Creek Blvd, Austin, TX 78758-6897, (512) 451-3246
$27 Manual

This 224-page book provides a concrete program for implementing the job club approach to finding employment for handicapped people. It describes a method of job-seeking that has been found to be more than 90% effective in obtaining jobs for varied subpopulations, including normal job seekers, the handicapped, professionals, welfare recipients, youth, and college students. The book offers many printed forms, outlines, sample scripts, and schedules to simplify performance of the standardized activities.

■ Job Success Series

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$69.95 each program for Apple
$69.95 each program for IBM
$249.95 for the SET for Apple
$249.95 for the SET for IBM

Winner of outstanding achievement award from Media and Methods. This software helps students prepare for their first job. Reading level: grades 4-5. Interest level: grade 10-Adult. Instruction guides with each program suggest strategies for instructional units. (1) Your Personal Habits teaches job success through handling problems, asking for help, helping others, getting along with others, and more. (2) Your Work Habits covers cooperation, appearance, attendance, accuracy, handling criticism, being honest about mistakes, being late for work, obeying safety rules, and more. (3) First Days on the Job covers forms to fill out, introductions, training programs, making mistakes, where to park, when's payday, remembering names, manners and ethics. (4) Looking Good explores how to dress right for a variety of entry level jobs, grooming, care of clothing.

■ Job Tips

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$110

A new collection of information booklets that help special needs students understand that their occupational choices are far broader than they may have believed. Includes 560 pamphlets (5 copies of 112 titles) plus a teacher's guide.

■ Job Tips for Special Needs Populations

Ready Reference Press, PO Box 5249, Santa Monica, CA 90409, 1-800-424-5627
$169.50

It's a brand new collection of informative booklets that help special needs students understand that their occupational horizons are far broader than they may have believed. 560 pamphlets—5 copies each of 112 titles—plus Teacher's Guide.

■ JTPA—Help Handicapped Students Become Part of JTPA

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$36

Are you using or trying to obtain JTPA funds to serve handicapped youth and adults? This 700 + page handbook will help you.

■ Lovejoy's College Guide for the Learning Disabled

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135,1-800-

Notes

Notes

726-0441
$12.95

Profiles more than 270 American colleges and universities offering facilities for learning-disabled students.

■ Models of Curriculum-Based Assessment

PRO-ED, 8700 Shoal Creek Blvd, Austin, TX 78758-6897, (512) 451-3246
$27

Curriculum-based assessment is the most practical way to pinpoint where a student fits into the curriculum each year. This hands-on guide shows you how to find out the precise level of instruction for each student. 172 pp.

■ Multi-Handicapped Occu-File

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$210.95 Set

Covers a wide range of occupations for each of four special needs groups—Learning Handicapped/EMH, Visually Handicapped, Hearing Impaired, and Orthopedically Handicapped.

■ Occupational Notebook

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$55

The notebook introduces your remedial and special education students to the basics of the world of work. Includes 20 student notebooks, 1 teacher's guide.

■ Peterson's Guide to Colleges with Programs for Learning Disabled Students

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135,1-800-726-0441
$19.95 (2nd Ed.)

Profiles two- and four-year colleges in the U.S. that offer special programs for students with learning disabilities.

■ Placement Handbook for Counseling Disabled Persons

Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service.
$50.25

Up-to-date, comprehensive and cohesive text needed to understand the theory and practice of placement and placement counseling for disabled persons.

■ Prescriptions for Children with Learning and Adjustment Problems: A Consultant's Desk Reference

Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service.
$30

Prescriptions for Children: Using the CDR Professionally; Young Handicapped Children; Self-Injurious Behavior (Self-Stimulation, Pica, Rumination, Brain Damage, Profound Mental Retardation, Stereotyped Movements, Tics); Aggressive Behavior (Conduct Disorder): Anti-social and Oppositional Disorder (Conduct Disorder, Passive Aggressive); Isolation, Dominance, Dependence, and Sexual Identity (Avoidant Disorder, Schizoid Disorder of Childhood or Adolescence, Identity Disorder); Affective Behavior (Anxiety Disorder of Childhood or Adolescence); Cognitive Dysfunction (Academic Problems: Underachieverment, Learning Disorders, Developmental Disorders in Reading, Arithmetic, and Writing); Integrative Behavior and Other Personality Disorders; Mental Retardation; Specific Learning Disabilities (Attention Deficit Disorders: Developmental Reading, Arithmetic and Language Disorders); Low Average Intelligence (Borderline Intellectual Functioning); Sensory Handicaps and Brain Damage. Bibliography.

■ Profiles of Success: Ten Creative Approaches

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$15

Describes the ten projects/programs that were ranked 13th-22nd in the competition described below.

■ Profiles of Success—Twelve Exemplary Approaches to Serving Secondary Special Education Students Through the Carl D. Perkins Vocational Education Act

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$35

The twelve profiles described in this 563-page publication were the top entrants in a national competition.

■ Rehabilitation Counselor Preparation and Development: Selected Critical Issues

Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service.
$49

Historical Perspectives; Developmental Issues in Rehabilitation Counselor Education; Rehabilitation Counselor Education: Key Contents and Constructs; Student/Trainee Issues; Inservice Training and Continuing Education; Administrative, Supervisory, and Setting-Based Issues.

■ Replicating Jobs in Business and Industry for Persons with Disabilities

Wisconsin Career Information System, 1078 Educational Sciences Unit 1, 1025 W. Johnson St., Madison, WI 53706, 1-800-442-4612
$65 Set of 5 vols.

Consists of five manuals to assist in the replication of jobs performed by persons with disabilities in business and industry. Each 200-page manual describes 70 non-stereotypical jobs currently performed by persons with disabilities. Jobs from all regions of the U.S. are included.

■ Resources for the Handicapped

Ready Reference Press, PO Box 5249, Santa Monica, CA 90409, 1-800-424-5627
$139.50 (3 Volume Set)

Resources for the Handicapped can make the difference between getting ahead and just getting by. Volumes included in the set: Directory of Information Resources for the Handicapped; Directory of Federal Aid for the Handicapped; Living Aids for the Handicapped.

■ Science Abled

Agency For Instructional Technology, Box A, Bloomington, IN 47402-0120, 1-800-457-4509
$150 per program
$250 for set of 2 programs

Good minds in disabled bodies go to waste all the time. Disabled scientists in these two programs encourage talented young people with physical and/or sensory disabilities to pursue coursework and careers in science or technology.

■ The Sky's the Limit

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$150

Being labeled handicapped and disabled as a teenager can bring lasting emotional trauma, particularly at a time when self-image is so important.

■ Social Skills on the Job

Macro Systems, Inc. (Developer). Educational Development & Training Center, East Texas State Univ., Commerce, TX 75429
1-800-356-EDTC
$459 Complete program

Notes

Notes

Ages 15 and up: mildly mentally retarded, mildly emotionally disturbed. Each component of the curriculum works together to build confidence and teach 14 valuable skills. Materials included: Videotape—60 minutes of examples of 14 job-related skills filmed in actual work situations; Teacher's Guide; 74 Blackline Masters—worksheet activities to reinforce each skill. Especially suited for students with low level reading abilities; 15 Computer Disks—14 activity disks and 1 review disk. Ideal for students who have reading difficulties. Can also be used with Echo speech synthesizer. For Apple IIe, IIc and IIgs.

■ Special Education Job Skills

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$49.50 Finding a Job: Workbooks (set of 10)
$49.50 Keeping a Job: Workbooks (set of 10)
$84 Special Educatior Job Skills (set of 20, 10 of each title)

Easy-to-read illustrated workbooks.

■ Special Education Packets

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$79.95 Educable Retarded (53 mini-briefs)
$119.95 Orthopedically Handicapped (86 mini-briefs)
$59.95 Visually Handicapped (34 mini-briefs)
$110.95 Hearing Impaired (100 mini-briefs)

Each of these Special Education Packets consists of a variety of mini-briefs on occupations appropriate for each handicap. contents: Mini-briefs, teacher's guide, duplicator masters and hands-on activities.

■ Teaching Dyslexic Students: A Video Series

Ready Reference Press, PO Box 5249, Santa Monica, CA 90409, 1-800-424-5627
$275 for the series or $98 each.

This program offers step-by-step explanation of how tutors work with dyslexic students. Series includes 3 video programs: Part I—Understanding and Using the Ortin-Gillingham Approach; Part II—Tutoring the Dyslexic Child; Part III—Tutoring the Dyslexic Adult.

■ Understanding Adolescents and Young Adults With Learning Disabilities— A Focus on Employability And Career Placement: A Guide for Rehabilitation Counselors

Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service.
$23.75

Genesis of the term" "Learning Disabilities;" minimal brain dysfunction and learning disabilities; RSA acceptance of persons with learning disabilities; characteristics of adults with learning disabilities; profiles of adults with learning disabilities in state rehabilitation agencies; SLD adults in the rehabilitation placement process reference.

■ Vocational Assessment Handbook

The University of Texas at Austin, Extension Instruction and Materials Center, PO Box 7218, Austin, TX 78713-7218, 1-800-252-3461
$20.50

Provides resources for individuals engaged in the vocational assessment procedure under the Carl D. Perkins Vocational Education Act. An IBM compatible program to perform basic statistical analyses required for vocational program assessment is included.

■ Vocational Assessment of Secondary Special Needs Students

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$24.95

Designed to provide information concerning vocational assessment of secondary special needs students.

■ Vocational Assessment of Special Students: A Guide

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135,1-800-726-0441
$10

A 60-page monograph that is the outcome of a national project to develop a model of vocational assessment in public schools.

■ Vocational Assessment of Special Students: A Procedural Manual

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441
$20

The manual provides a wealth of resources and procedures for implementing a comprehensive process of vocational assessment, counseling, and decision-making for special needs students in vocational education and other vocational training programs.

■ Vocational Assessment for Vocational Education: Competency Analysis and Work Sample Development

Careers, Inc., 1211 10th St., S.W., P.O. Box 135, Largo, FL 34649-0135, 1-800-726-0441

An important method of vocational assessment for special students is engaging in work tasks related to the vocational education curriculum.

■ Vocational Counseling for Special Populations

Charles C. Thomas, Publisher, 2000 S. First St., Springfield, IL 62794-9265, (217) 789-8980, Customer Service.
$49.25

The special populations focused include displaced workers, veterans, women in the competitive job market, older workers and handicapped workers. The psychology of work and theories of vocational development round out "everything you wanted and needed to know" in this area.

■ Vocational Education for the Disadvantaged and Handicapped: A Guide to Program Administration

American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$11.50 ($13 50 for Non-Members) (2nd Edition)

Explains how to implement the provisions of the Perkins Act dealing with handicapped and disadvantaged students. 48 pp.

■ Vocational Education Plan (IVEP)

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW.
$89.95 Apple, IBM 5.25" or IBM 3.5"

Create an IEP for students in minutes with this user friendly software. Banks of objectives can be easily modified to suit each student's specific needs for a more flexible and definitive educational plan. Contains over 2500 short term vocational objectives for most secondary and postsecondary training programs. Includes a guide, 1 program disk, 1 student disk.

■ Vocational Entry-Skills for Secondary Students

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$13 Teacher's Manual

What will happen to the student with learning disabilities after high school? With job competition getting tougher, secondary learning disabled students need to know how they can qualify for jobs and keep them.

Notes

Notes

■ Vocational Preference Inventory (VPI)

Western Psychological Services, 12031 Wilshire Boulevard, Los Angeles, CA 90025, 1-800-648-8857
$50 Kit (includes 25 Reusable Test Forms; 50 Answer Sheets; 50 Profile Forms; 1 Scoring Key; 1 Manual)

The Vocational Preference Inventory (VPI) is a personality test composed entirely of occupational titles. It can be applied to high school students, two- and four- year college students, employed adults, psychiatric patients, drug addicts, and prison inmates. The VPI is self-administering and can be completed in 15 to 30 minutes.

■ Vocational Special Needs Counselor Manual

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$13.15 Instructor

Provides guidance to vocational special needs counselors. Includes information on counseling, advocacy, program development, assessment, career development and transition and meetings and contacts. Postsecondary section is also included.

■ Work Attitudes

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$55.50 Set (Ten workbooks and five cassettes)

A workbook to improve work attitudes! Helps your educable mentally handicapped students become responsible and capable workers.

■ Working Together to Support At-Risk Youth

The University of Texas at Austin, Extension Instruction and Materials Center, PO Box 7218, Austin, TX 78713-7218, 1-800-252-3461
$20.50

For teachers and counselors who work with at-risk students. Addresses education, cultural, and/or social problems; identification process; referral process; counseling strategies and techniques; alternative instructional strategies; adaptation or modification of materials; mentors and peer tutors; community-based and school-based support services; parent support groups involvement in school activities, etc.

Additional Resources

The following resources will provide counselors with additional information for serving special populations.

■ Guidelines for Serving Members of Special Populations in Vocational and Applied Technology Education

Texas Education Agency, 1701 North Congress, Austin, Texas 78701, (512) 463-9446
Free

Contains valuable information concerning vocational assessment, use of funds, and requirements for serving students with handicaps in vocational and applied techology education.

■ Health and Human Services in Texas: A Reference Guide

The Texas Health and Human Services Coordinating Council, PO Box 13065, Austin, TX 78711, (512) 463-2195
$10

The most comprehensive reference guide for health and human services in Texas can be obtained by contacting the above address.

■ Special Populations Lending Library

Texas A & M University, Educational Psychology, College Station, TX 77843-4225, (408) 845-2444

One of the most valuable resources for information and materials for special populations. You can contact them about resources, reference materials, etc., and receive copies for review for a two to three week period.

Vocational Education Course Offerings

This section provides a listing of approved vocational education course offerings, brief descriptions, and codes.

Agricultural Science and Technology

Agricultural Science 101—Introduction to World Agricultural Science and Technology

Grades 9-12, ½ unit

A comprehensive foundation course designed to introduce beginning students to global agriculture. The course includes agricultural career development, leadership, communications, and personal finance.

Agricultural Science 102—Applied Agricultural Science and Technology

Grades 9-12, ½ unit

A comprehensive foundation applied course designed to enhance the agricultural comprehension of beginning students. The course includes soils, plants, animals, agricultural construction, food science, supervised occupational experience programs, and leadership.

Agriscience 221—Introduction to Agricultural Mechanics

Grades 10-12, ½ unit

A cluster course designed to familiarize the student with basic theory and specialized skills. Skills will be developed in the areas of tool identification and safe use, carpentry, electricity, plumbing, masonry, fence building, painting, metal working, and welding processes.

Agriscience 222—Home Maintenance and Improvement

Grades 10-12, ½ unit

A cluster course designed to prepare students to improve and maintain the urban or rural home and adjacent buildings. Students are prepared to analyze repair needs and use approved safety techniques.

Agriscience 231—Animal and Plant Production

Grades 10-12, ½ unit

A cluster course that includes principles of animal and plant production and the management of soils as related to agriculture.

Agriscience 241—Food Technology

Grades 10-12, ½ unit

A cluster course that includes world food production; the processing, preparing, and packaging of foods; government regulations regarding foods; exploring occupational opportunities; and leadership development.

Agriscience 261—Introduction to Horticultural Sciences

Grades 10-12, ½ unit

A cluster course designed to introduce students to horticulture sciences with emphasis on technical skills, entrepreneurship, and occupational opportunities.

Agriscience 281—Energy and Environmental Technology

Grades 10-12, ½ unit

A cluster course designed to explore interrelationships of people and natural resources with special emphasis on conservation and protection.

Agriscience 311—Agribusiness Management and Marketing

Grades 10-12, ½ unit

A technical course designed to introduce the student to agribusiness management in the free enterprise system. Course includes a study of economic principles, budgeting, recordkeeping, finance, risk management, business law, marketing, and careers in agribusiness.

Agriscience 312—Personal Skills Development in Agriculture

Grades 10-12, ½ unit

A comprehensive technical course in developing agricultural leadership, citizenship, and cooperation. It includes topics in personal development, employee/employer relations, and group and interpersonal communication skills.

Agriscience 313—Entrepreneurship in Agriculture
Grades 10-12, ½ unit

A technical course designed to acquaint the student with entrepreneurial opportunities in the American system of agribusiness. Includes units in the nature of entrepreneurship, economic principles, business records, capital resources, insurance, business laws, promotion strategies, resource management, application of computers, and the components of a business plan.

Agriscience 321—Agricultural Structures Technology
Grades 10-12, ½ unit

A technical course preparing students to maintain, evaluate, design, and build agricultural structures using approved construction techniques.

Agriscience 322—Agricultural Metal Fabrication Technology
Grades 10-12, ½ unit

A technical course to develop skills in metal equipment assembly and joining processes.

Agriscience 323—Agricultural Power Technology
Grades 10-12, ½ unit

A technical course designed to develop skills in selection, operation, and maintenance of small air-cooled engines, multi-cylinder engines, hydraulic motors, electric motors, and agricultural machinery and tractors.

Agriscience 331—Diversified Agriculture
Grades 10-12, ½ unit

A technical course that emphasizes selecting, producing, and marketing diversified enterprises. Course includes recordkeeping, integrated systems, career opportunities, and leadership.

Agriscience 332—Animal Science
Grades 10-12, ½ unit

A technical course designed to develop knowledge and skills pertaining to the nutrition, reproduction, health and management of domestic animals.

Agriscience 333—Plant and Soil Science
Grades 10-12, ½ unit
A technical course designed to examine soil and plant relationships that affect the production of food and fiber.

Agriscience 334—Equine Science
Grades 10-12, ½ unit

A technical course designed to develop knowledge and skills pertaining to the selection, nutrition, reproduction, health, and management of horses.

Agriscience 361—Landscape Design, Construction, and Maintenance
Grades 10-12, ½ unit

A technical course that prepares students to design, construct, and maintain planted areas and devices for the beautification of home grounds and other areas of human habitation and recreation.

Agriscience 362—Horticultural Plant Production
Grades 10-12, ½ unit

A technical course that prepares students to produce greenhouse/nursery plants and to maintain plant growth and propagation structures.

Agriscience 363—Floral Design and Interior Landscape Development
Grades 10-12, ½ unit

A technical course that prepares students to design and arrange flowers, foliage, and related plant materials for interior locations.

Agriscience 364—Fruit, Nut, and Vegetable Production
Grades 10-12, ½ unit

A technical course that prepares students to operate enterprises concerned with the production of fruit, nuts, and vegetables.

Agriscience 381—Wildlife and Recreation Management
Grades 10-12, ½ unit

A technical course designed to examine the importance of wildlife and outdoor recreation with emphasis on using wildlife and natural resources.

Agribusiness 421—Agricultural Power and Machinery
Grades 11-12, 1-3 units

A pre-employment lab course that prepares students to understand tractor and equipment safety, service and repair internal combustion engines, power train, hydraulic systems, fuel, electrical air conditioning, and agricultural machines and equipment. Includes the understanding of instrumentation; i.e., monitors, on-board computers, and sensors.

Agribusiness 422—Agricultural Mechanics
Grades 11-12, 1-3 units

A pre-employment lab course that prepares students to select, operate, maintain, service, and use power units, machinery, equipment, structures, and utilities. Includes planning and selection of materials, mechanical practices associated with irrigation, water management, irrigation systems, land measuring, and leveling.

Agribusiness 441—Meat Processing
Grades 11-12, 1-3 units

A pre-employment lab course that prepares students for activities dealing with the processing of meat. Includes equipment care and sanitation, meat quality, identification, grading, fabrication, preparation and preservation, and merchandising and consumer trends.

Agribusiness 461—Horticulture
Grades 11-12, 1-3 units

A pre-employment lab course that prepares students to produce, process, and market horticulture plants used principally for ornamental, recreational, and aesthetic purposes and to establish, maintain, and manage horticultural enterprises. Includes structures, machinery, and equipment necessary for each horticultural enterprise.

Agribusiness 491—Speciality Agriculture

(1) Animal Production
Grades 11-12, 1-3 units

A pre-employment lab course that prepares students for animal production and feedlot operation by developing competencies in the selection, physiology, nutrition, health, facilities, feeding, and marketing of cattle, sheep, and swine.

(2) Forestry
Grades 11-12, 1-3 units

A pre-employment lab course that prepares students to produce, protect, manage, and utilize harvesting and marketing of forests and forest products. Includes instruction on equipment, measurements, and business methods and aspects relating to forestry.

(3) Agricultural Pest and Pesticide Management
Grades 11-12, 1-3 units

A pre-employment lab course that prepares students to provide agricultural services to control plant and animal pests, weeds, rodents and predators, and plant diseases. Includes the use and application of insecticides, herbicides, fertilizers, plant regulators, non-crop chemical and non-crop alternatives to pest management.

(4) Agricultural Resources
Grades 11-12, 1-3 units

A pre-employment lab course that prepares students for activities involving the conservation and/or management of natural resources such as air, water, land, fish, forest, and wildlife for economic and recreational purposes. Includes service and repair of related equipment and taxidermy.

Agribusiness 501—Agricultural Cooperative Training
Grades 11-12, 2-3 units

A course that prepares students for gainful employment in approved agricultural occupations.

CVAE Pre-Employment Laboratory Programs
Grades 9-12, 1-3 units

Programs specifically designed for academically disadvantaged students who are at least 14 years old and who have expressed an interest in and need vocational training. These programs prepare students with employability skills which are transferable, retain "at-risk" students in school by providing successful educational experiences, and prepare students for entry into other vocational programs. Curriculum and instruction may be modified to meet the individual needs of students.

(1) CVAE Farm and Ranch Mechanical Repair
(2) CVAE Horticulture Related

VEH Pre-Employment Laboratory Programs
Grades 7-12, 1-3 units

Programs designed for handicapped students whose greater degree of impairment precludes integration into a regular or CVAE vocational education class. It is a more restrictive placement for the more severely handicapped who are in special education programs. Students are instructed with a specially designed curriculum and may participate in special education classes for more than 60% of the instructional day.

(1) VEH Farm and Ranch Maintenance
(2) VEH Horticulture Related

Vocational Home Economics Education

Life Management Skills
Grades 7-8, ½ unit

This course is designed to provide students an opportunity to acquire knowledge about themselves. The content lends to clarifying students' own attitudes, values, and beliefs through self-reflection and critical examination of past and present influences on their own development. Content emphasizes management skills (including peer pressure), how to get along with others, acceptance of self (including responsibility for decisions/choices), problem solving, personal health including nutrition, and factors involved in responsible parenting.

Comprehensive Home Economics
Grades 9-12, ½-1 unit

The content in this laboratory course is all inclusive of the composition of the home economics discipline. Students may expect to acquire knowledge and skills related to family living, child development, clothing and textiles, housing, management, consumer economics and responsibilities, food and nutrition, personal and family health, and the relationship between the home and the work place. Emphasis is placed on taking responsibility for actions, basic needs of children, nutrition, decision making, managing resources, surviving in the marketplace, career opportunities and preparation requirements, and managing the dual roles of homemaker and wage earner.

Home Economics Cluster
Grades 10-12, ½-1 unit

This course provides students knowledge and skills in career options found in home economics business operations, home economics education and communication, home economics human services, home economics sciences and technology, and home economics arts. Students may

receive some hands-on experiences within the occupational area(s) of their interest. The course places emphasis on the occupational choice for gainful employment and the impact it may have on the home life.

Individual and Family Life

Grades 10-12, ½ unit

This course addresses the individual in the family. It explores basic functions and roles of the family unit. It takes an historical approach to the development of each individual, of the family, and of society. The content provides students with an opportunity to study the principles that affect family living, the responsibilities of adulthood, and career options and adjustments. Additional emphasis is placed on special concerns such as the relationship and management of the dual roles of homemaker and wage earner, meeting and coping with family problems (including causes and prevention of domestic violence), the role of elder family members, and the care of the frail elderly.

Parenting and Child Development

Grades 10-12, ½ unit

Parenting and child development is a laboratory course that focuses on parenthood education. The interrelationship of parenting, behavior of children, and child development is shown. Students may expect to acquire background knowledge regarding the responsibilities involved in parenting and the knowledge needed for effective parenting. The development of the child is included, and career choices and their impact on the family are addressed. The course is directed toward solving problems of the family as a family. The content emphasizes special parenting needs and/or situations such as single parenting, stepparenting, children in crises, and abusive parenting behaviors. The course involves content on managing the dual roles of homemaker and wage earner (including the impact of the management on family life and productivity of the worker).

Advanced Child Development

Grades 10-12, ½ unit

Advanced child development is a laboratory course that provides content for students to acquire knowledge and skills related to the development and care of children. The content begins with the impact of parenting on the individual(s). It develops concepts related to prenatal and postnatal care, the development of children (including opportunities for making decisions), and child care guidance techniques. The course provides in-depth study of career and job opportunities related to children. The course emphasizes special parenting techniques for teaching children with special needs such as those who are handicapped, gifted and talented. The causes and prevention of child abuse are addressed.

Child Care and Guidance; Management, and Services

Grades 11-12, 2-3 units

Grade, length, and credit may vary for CVAE

This course provides a curriculum designed for employment training in the area of child care and guidance. Basic content is provided for making decisions for entering such an occupational area. The "basics" for child care are addressed, followed by current information needed for the child care worker in today's industry.

Management

Grades 10-12, ½ unit

This course provides content necessary to develop knowledge and skills related to decision making, self-management, time and energy management, career options, and practices facilitating managing dual roles. It will assist students in identifying all available resources with methods and considerations in their management. The course emphasizes the importance of management as related to life styles, the dual role of homemaker and wage earner, controlling stress, work simplification, and influences on management decisions. Concepts and skills related to career options and preparation for careers are also addressed.

Consumer and Family Economics

Grades 10-12, ½ unit

The content in this course approaches economics as related to the consumer and the family. It provides information on the role of the consumers in the economy and the role of economics in the

American economy. Special emphasis is given to consumer assertiveness, protection of the family's economic security, and careers available within the area of economics. The course clearly displays how home/consumer/family practices impact economic development.

Family/Individual Health

Grades 10-12, ½ unit

The family/individual health course emphasis is on the characteristics and influences of personal wellness and how individual and family patterns contribute to the wellness of family members. The content addresses health resources, health care, contemporary and world health issues, options and required preparation for careers within the field. Concepts and skills for managing the dual roles (homemaker and wage earner) and the complications/solutions that are involved within those responsibilities are addressed.

Families with Special Health Needs

Grades 10-12, ½ unit

This course has been designed to prepare students for the present and future family. With continued emphasis on serving individuals with special needs within the home setting, structure, and function; this course provides information and learning strategies which will prepare students for adulthood and their role in the "new family." A special focus has been provided for students to gain knowledge of the elderly and individuals with disabilities/handicaps. Concepts and skills relating to family adjustments and career options are addressed as well as management for the dual roles of homemaker and wage earner.

Services for the Elderly

Grades 11-12, 2-3 units
Grade, Length, and Credits may vary for CVAE and VEH

This course provides curriculum designed for employment training in the area of services for the elderly. The content provides information for making decisions for entering such an occupational area. Basic knowledge regarding the elderly is addressed followed by current information needed by those presently employed in the field. A major focus for developing concepts and skills for managing the dual roles of homemaker and wage earner is included. The instructional methods for teaching the concepts and skills are HECE, Home Economics pre-employment laboratory, CVAE, and VEH.

Food Science and Nutrition

Grades 10-12, ½ unit

The content in this laboratory course includes a strong component in nutrition as it relates to dietary functions through the family life cycle, special dietary needs, and nutrient sources. Safety, sanitation, and nutrient retention in food preparation are addressed. It covers cultural influences on food patterns, management techniques, and careers in food and nutrition occupations. Concepts and skills related to managing the dual roles of homemaker and wage earner are emphasized.

Advanced Food Science and Nutrition

Grades 10-12, ½ unit

This laboratory course provides in-depth study of the significance of nutrition in food science. It addresses the knowledge and skills needed to study food science, processing, marketing, and technology involved in food/nutrition. The opportunities in food and nutrition occupational areas are explored as well as the concepts and skills related to managing the dual roles of homemaker and wage earner.

Food Production, Management, and Services

Grades 11-12, 2-3 units
Grade, Length, and Credits may vary for CVAE and VEH

This course provides curriculum designed for employment training in the area of food production, management, and services. Basic knowledge is provided in nutrition as well as skills for retention of nutrients during food preparation and service. The content provides for student achievement in concepts and skills related to management techniques, equipment operation, quantity food production, catering, safety, and sanitation. A major focus for developing concepts and skills for managing

the dual roles of homemaker and wage earner is included. The instructional methods for teaching concepts and skills are HECE, Home Economics pre-employment laboratory, CVAE, and VEH.

Housing, Design and Furnishings

Grades 10-12, ½ unit

The knowledge which is needed to make wise housing decisions is addressed in this laboratory course. Concepts and skills are covered relating to societal aspects of housing choices, housing design features, and home safety. Housing options of the future are explored. Career opportunities are addressed in the course as well as the concepts and skills for managing the dual roles of homemaker and wage earner.

Interior Design

Grades 10-12, ½ unit

This laboratory course covers the concepts and skills needed to successfully decorate a home and/or business. The content addresses period styles, surface treatments, lighting, use of design, and space planning; consideration of occupant needs and management principles is emphasized. Other components include the impact of technology, the acquisition of professional services, careers available within the occupational area, and managing the dual roles of homemaker and wage earner.

Housing, Home Furnishings, and Equipment Management, Production, and Services

Grades 11-12, 2-3 units

Grade, Length, and Credits may vary for CVAE and VEH

This course provides curriculum designed to train for employment in the area of housing, home furnishings, and equipment management, production, and services. The course allows students to explore career opportunities, study the management of dual roles of homemaker and wage earner, and learn basic concepts of occupational expectations in this area. Depending on the students' interests, concepts and skills are provided in the production of home accessories such as window coverings and upholstery. Students learn how to cost products, manage a business, and advise customers regarding product selection. Students interested in training in the design area will gain concepts and skills related to applying the principles of design, accessorizing, promotional activities, and management. Students interested in floral design will learn concepts and skills of management, marketing, and design. The methods for teaching the concepts and skills are HECE, Home Economics pre-employment laboratory, CVAE, and VEH.

Apparel

Grades 10-12, ½ unit

This laboratory course covers concepts and skills related to apparel decisions and management. Students have the opportunity for learning characteristics of fabrics and skills for selection. Apparel construction concepts will promote student's skills. Content regarding the apparel industry is addressed as well as the career options within the occupational area.

Textiles and Apparel Design

Grades 10-12, ½ unit

This laboratory course provides in-depth knowledge and skills in the design of textiles and apparel. Students have opportunities to learn characteristics and textiles development and textile selection, use, and care. Concepts are covered regarding the design industry and prescribed regulations. Skills are taught in design procedures, costing, producing, and marketing. The course provides students with a good foundation regarding expectations in careers within occupational areas of gainful employment and family adjustment.

Apparel and Textiles Production, Management, and Services

Grades 11-12, 2-3 units

Grade, Length, and Credits may vary for CVAE and VEH

This course provides students the opportunity to gain the knowledge required for occupations within the area of apparel and textiles production, management and services. It deals with management and basic content regarding apparel and textiles. Students interested in the occupation of production receive knowledge and skills regarding construction and alteration. Those interested in textiles management and services gain concepts and skills involved in clothing and accessories, advertising

and promotional activities, and the use and care of equipment. The methods for teaching the concepts and skills are HECE, Home Economics pre-employment laboratory, CVAE, and VEH.

Hospitality Services

Grades 11-12, 2-3 units
Grade, Length, and Credits may vary for CVAE and VEH

This course provides a curriculum designed for employment training in the area of hospitality services such as those of hotel and motel operation. Career options and demands on family life are explored within this course. Students receive concepts and skills related to supportive services such as property management, psychology of guests, lodging operations, and food and beverage operations. The methods for teaching the concepts and skills are HECE, Home Economics pre-employment laboratory, CVAE, and VEH.

Institutional Maintenance

Grades 11-12, 2-3 units
Grade, Length, and Credits may vary for CVAE and VEH

This course provides a curriculum designed for employment training in the area of institutional maintenance. Career options and demands on family life are explored within the course. Students receive concepts and skills regarding business responsibilities, safety and sanitation procedures, maintenance and housekeeping, and laundry services. The methods for teaching the concepts and skills are HECE, Home Economics pre-employment laboratory, CVAE, and VEH.

Health Occupations

Health Care Science

Grades 10-12, 1 unit

This is a cluster course that includes skills related to the health care industry. Course content relates to patient relationships, working environments, and ethical and legal responsibilities. Entry level skills will also be developed for taking vital signs, using proper body mechanics, using medical terminology and other entry level skills needed to participate in health occupations.

Health Occupations I

Grades 11-12, 2-3 units

This is a course that includes development and application of skills in a classroom or clinical setting, relating to a group of health occupations. The student will observe and/or give assistance to professional health care personnel in a clinical environment. May be either a pre-employment class or a cooperative education class.

Health Occupations II

Grades 11-12, 2-3 units

This course is a more in-depth approach to a specific occupation(s) and the student will develop and apply skills in the classroom and clinical setting. The student will be expected to assume some responsibility for independent study under close supervision of the classroom teacher and the clinical supervisor. May be either a pre-employment class or a cooperative education class.

Occupational Orientation

Career Investigation

Grades 7, 8, or 9, ½ unit

An activity-oriented instructional guidance course designed to prepare all students to have a greater knowledge and understanding of educational and career opportunities and options, and assist them in making meaningful and informed educational and career choices. Students will study the 15 occupational clusters and a variety of careers within each cluster as related to individual self-appraisal, including interests, abilities, values, and aptitude. Students will develop a four-year educational and career plan.

Occupational Investigation VEH

Grades 7-12, ½-1 unit

An activity-oriented exploratory guidance course designed to offer severely handicapped students with a broad spectrum study of career opportunities and options as related to aptitudes, interests, abilities, and values. This course is for students who are in special education programs for more than 50% of the day.

Occupational Exploration VEH

Grades 9-12, ½-1 unit

An activity-oriented exploratory guidance course designed to offer severely handicapped students with an in-depth study of career opportunities and options in only one of the following occupational clusters: Business and Office, Marketing and Distribution, Construction, Manufacturing, Transportation, Agribusiness and Natural Resources, Marine Science, Environment, Health, Personal Services, Public Services, Hospitality and Recreation (Tourism), Consumer and Homemaking Education, Fine Arts and Humanities, or Communications and Media. This course is for students who are in special education programs for more than 50% of the day.

Office Education

Microcomputer Applications*

Grades 10-12, ½-1 unit

A cluster course which introduces basic concepts and provides hands-on skills related to microcomputer systems and applications. Special emphasis is placed on basic skills for the following: word processing, database, spreadsheet, telecommunications, desktop publishing, electronic image transfer, networking, integrated software, and social implications of using computers. This course is designed as a foundation course and provides preparation for advancement into the occupationally specific courses.

Office Support Systems

Grades 10-12, ½-1 unit

A cluster course which introduces the basic concepts and skills needed for general office positions. Instruction and skill development are provided in keyboarding, filing, financial activities, office machines and securing and maintaining employment. This course provides entry level employment skills for the office or for advancement into an occupationally specific course.

Business Financial Applications

Grades 10-12, ½-1 unit

A cluster course which introduces the concepts and skills necessary for employment in financial institutions. Special emphasis will be placed on banking operations, credit administration, types of loans, legal aspects of banking, and other financial institutions. This course provides entry-level information for working in a financial institution or for advancement into an occupationally specific course.

Business Information Processing*

Grades 11-12, 1-3 units (each year the course is taught)
Pre-Employment Laboratory or Cooperative Education

An occupationally specific course which introduces the concepts and skills for producing business documents and correspondence through the use of the document cycle and word processing equipment. Special emphasis is placed on automated management of business records, database management, and electronic spreadsheets. Management of information flow, electronic mail, desktop publishing, electronic bulletin boards, graphics and on-line information services are also included. The course provides preparation for employment or advanced standing at the postsecondary level.

Office Administrative Systems

Grades 11-12, 1-3 units (each year the course is taught)
Pre-Employment Laboratory or Cooperative Education

An occupationally specific course which includes advanced concepts and skills necessary for a general office position through a simulated office environment. Special emphasis is placed on keyboarding, records management, communications, operation of office machines and the electronic production of business documents. Course prepares the student for office employment or advanced standing at the postsecondary level.

Business Computer Applications I*

Grades 11-12, 1-3 units (each year the course is taught)
Pre-Employment Laboratory or Cooperative Education

An occupationally specific course which introduces the advanced concepts and skills related to computer applications. Special emphasis is placed on computer operations, word processing, database management, spreadsheet manipulation, telecommunications, desktop publishing, and other high-level business application software. This course is designed to provide the foundation for more advanced computer applications designated in Business Computer Applications II or advanced standing at the postsecondary level.

Business Computer Applications II*

Grades 11-12, 1-3 units (each year the course is taught)
Pre-Employment Laboratory or Cooperative Education

An occupationally specific course which emphasizes concepts and skills related to advanced computer applications. Special emphasis is placed on teleprocessing, integrated software systems, computer generated graphics, algorithmic approaches to problem solving, and introductory programming skills. This course provides preparation for employment in business computer occupations or advanced standing at the postsecondary level.

Business Computer Programming I*

Grades 11-12, 1-3 units (each year the course is taught)
Pre-Employment Laboratory or Cooperative Education

An occupationally specific course which emphasizes concepts and skills related to business computer programming. Special emphasis is placed on programming concepts and languages, programming methodology, skills related to data storage, and an awareness of programming applications for business. This course is designed to lay a foundation for further occupationally specific business programming instruction or advanced standing at the postsecondary level.

Business Computer Programming II*

Grades 11-12, 1-3 units (each year the course is taught)
Pre-Employment Laboratory or Cooperative Education

An occupationally specific course which includes advanced concepts and skills related to business computer programming. Special emphasis is placed on bringing development efforts to full production status in environments and languages commonly used in development of commercial software for business applications. Concepts such as design, maintenance, testing, team development, and user documentation are included. This course provides preparation for employment in a computer-related occupation or advanced placement at the postsecondary level.

* Recommended for approval to satisfy the computer science requirement for the Advanced High School program.

Business Office Services, CVAE/VEH**

Grades 7-12, 1-3 units, VEH
Grades 9-12, 1-3 units, CVAE

A course which introduces basic concepts and skills needed for a general office position with concentration on the use of reprographic equipment, keyboarding, filing, and office machines. Special emphasis is placed on remediation in the areas of basic math and English usage, as well as securing and maintaining employment.

Business Office Clerical, CVAE/VEH**

Grades 7-12, 1-3 units, VEH
Grades 9-12, 1-3 units, CVAE

A course which introduces basic concepts and skills for a general office position with concentration on the use of keyboarding, filing, office machines, communications, and reprographics. Special emphasis is placed on remediation in the areas of basic math and English usage, as well as securing and maintaining employment.

**Students may enroll each year the course is offered.

Marketing Education

Retail Merchandising

Grades 10-12, ½ unit

A cluster course which focuses on the retail phase of marketing and at the same time addresses topics related to store operations, buying, selling, planning, advertising, display, credit, merchandising math, control, security, staffing, ownership, and management.

Principles of Marketing

Grades 10-12, ½ unit

A cluster course which introduces students to the field of marketing, the functions of marketing, the relationships of the marketing functions, the marketing process for both goods and services, kinds of markets, market identification, product planning, packaging, pricing, channels of distribution, physical distribution, market research, promotion, and management.

Marketing Education I*

Grades 11-12, 2-3 units
Pre-Employment Laboratory or Cooperative Education

A job-specific course that introduces the basic concepts and skills for marketing careers with emphasis on marketing functions, human relations and personality development, business policies, management principles, communications, free enterprise, computer applications, inventory control, merchandising, and selling.

Marketing Education II*

Grade 12, 2-3 units
Pre-Employment Laboratory or Cooperative Education

A job-specific course that includes advanced concepts and skills for marketing occupations with emphasis on the total marketing process, sales promotion, buying, management, entrepreneurship, and careers in the field of marketing.

*If all of the students enrolled have career objectives in the same occupational area of marketing, a school may choose to operate either of these courses as specialized marketing education programs. (Example: Apparel and Accessories Marketing, Food Marketing, etc.)

Entrepreneurship

Grades 11-12, 1-3 units

A one-year course that focuses on those marketing and managerial functions which are critical to owning and operating a business. In addition to learning broad marketing and management concepts, students will be given the opportunity to apply the knowledge gained in this course by developing marketing plans, financial plans, and management plans for a business.

Trade and Industrial Education

Introduction to Construction Careers

Grades 10-12, ½-1 unit

A cluster course designed to familiarize students with introductory skills and a basic understanding of career opportunities and training requirements in six fundamental career clusters related to construction: air conditioning and refrigeration, bricklaying/stone masonry, carpentry, residential electrician, painting and decorating, and plumbing/pipefitting. Students will acquire skills which are immediately useful. Entrepreneurship, safety, and leadership training are included. The curriculum will allow students "open entry-open exit" at mid-term.

Air Conditioning and Refrigeration

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry level employment in the rapidly expanding career fields of air conditioning and refrigeration, installation, and service. Includes entrepreneurship, leadership, and understanding of career opportunities.

Bricklaying/Stone Masonry

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry level employment in careers relative to bricklaying, cement, and stone masonry. Includes entrepreneurship, leadership, and an understanding of career opportunities.

Building Trades

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry level employment in five main trades relative to building careers: carpentry, bricklaying, residential electricity, painting and decorating, and plumbing. Includes a study of entrepreneurship, leadership, and career opportunities.

Construction Carpentry

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment relative to industrial/heavy construction. Special emphasis includes carpentry, form-setting, load rigging, oxy-fuel cutting, entrepreneurship, leadership, and career opportunities.

Cement Laying and Finishing

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in cement careers. Includes laying, finishing, reinforcement, use of subgrades, entrepreneurship, leadership, and career opportunities.

Electrical Trades

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in residential and commercial/industrial electrician careers. Includes installation and servicing skills, entrepreneurship, leadership, and career opportunities.

Mill and Cabinetmaking

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment skills in cabinetmaking careers. Includes blueprint reading, measuring, sawing, planing, shaping, turning, boring, mortising, sanding various types of woods, constructing joints, numerical control and computer controlled production devices, entrepreneurship, leadership, and career opportunities.

Painting and Decorating
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in painting, drywall finishing, an paperhanging careers. Includes emphasis on color selection, styling, matching, entrepreneurship, leadership, and career opportunities.

Piping Trades/Plumbing
Grades 10-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in piping trades/plumbing careers. Includes installation, service/repair, cutting, threading, measuring, joining, bending, blueprint reading, entrepreneurship, leadership, and career opportunities.

Introduction to Electrical/Electronics Careers
Grades 10-12, ½-1 unit

A cluster course designed to familiarize students with introductory skills and a basic understanding of career opportunities and training requirements in six fundamental career clusters related to electrical/electronics careers: communications electronics, electrical motor repair, business machine repair, major appliance repair, industrial electronics, and computer electronics. Students will acquire skills which are immediately useful. Entrepreneurship, safety, and leadership are included. The curriculum will allow students "open entry-open exit" at mid-term.

Business Machine Repair
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in the expanding, changing field of business machine service/repair. Includes an understanding of electronics, basic computer terminology, utilization of electronic test equipment, schematics, entrepreneurship, safety, leadership, and career opportunities.

Computer Maintenance Technician
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in the rapidly expanding computer maintenance career field. Includes electricity/electronic theory, computer systems, data communications, digital electronics, installations, inspections, adjustments, repair and maintenance, entrepreneurship, safety, leadership, and career opportunities.

Industrial Electronics
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in industrial electronics careers. Includes designing and building electronic circuits using schematic diagrams, testing semiconductor devices, working with digital electronic circuits and microprocessors, entrepreneurship, safety, leadership, and career opportunities.

Instrumentation
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training in entry-level employment in instrumentation careers. Includes use of schematics, electronic theory, mechanical and electrical measurement of length, volumes, ph factor, weight, mass, pressure, temperature, humidity, viscosity, and windspeed systems, entrepreneurship, and leadership. Special emphasis will be placed on safety and diversity of career opportunities.

Major Appliance Repair
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in the career field of major appliance repair and service. Includes use of electrical meters and test equipment, reading schematic diagrams, use of service manuals, knowledge of electromagnetic generators, transformers, and motors, entrepreneurship, safety, leadership, and career opportunities.

Vocational Electronics

Grades 11-12, 2-3 units

Pre-employment laboratory course with job specific training for entry-level employment in electronic career fields. Includes building direct current circuits using bread board and printed circuits, knowledge of digital electronic circuits, microprocessor theory and logic, television systems and subsystems, entrepreneurship, safety, leadership, and career opportunities.

Introduction to Precision Metal Manufacturing Careers

Grades 10-12, ½-1 unit

A cluster course designed to familiarize students with introductory skills and a basic understanding of career opportunities and training requirements for four fundamental career clusters related to metal manufacturing careers. Includes machine shop (cutting, drilling, turning, boring, milling, and grinding metal); welding (oxyfuel, shielded metal arc, metal inert gas, and tungsten inert gas); sheet metal (measuring, cutting, fabricating, joining); and quality control operations (measuring devices, blueprint reading, manufacturing processes, material testing). Students will acquire skills which are immediately useful. Entrepreneurship, safety, and leadership training are included. The curriculum will allow students "open entry-open exit" at mid-term.

Machine Shop

Grades 11-12, 2-3 units

Pre-employment laboratory course with job specific training for entry-level employment skills in metal machinist careers. Includes precision measuring, blueprint reading, drilling, turning, boring, milling, broaching, reaming, understanding of numerically controlled machining, entrepreneurship, safety, leadership, and career opportunities.

Metal Trades

Grades 11-12, 2-3 units

Pre-employment laboratory course with job specific training for entry-level employment in metal trades careers. Primary emphasis on machine shop and welding skills. Includes entrepreneurship, safety, leadership, and career opportunities.

Sheetmetal

Grades 11-12, 2-3 units

Pre-employment laboratory course with job specific training for entry-level employment in sheetmetal fabrication careers. Includes fundamentals of measurement, blueprint reading, drawing layouts and patterns, techniques of cutting, welding, brazing, soldering, bending, and seaming. The course also includes entrepreneurship, safety, leadership, and career opportunities.

Welding

Grades 11-12, 2-3 units

Pre-employment laboratory course with job specific training for entry-level employment in welding careers. Includes blueprint reading, cutting and welding with oxyfuel, shielded metal arc welding, gas tungsten arc and gas metal arc welding processes, entrepreneurship, safety, leadership, and career opportunities.

Introduction to Graphic Communication Careers

Grades 11-12, ½-1 unit

A cluster course designed to familiarize students with introductory skills and a basic understanding of career opportunities and training requirements in four fundamental career clusters related to graphic communications careers. Includes printing trades, advertising design, drafting, and commercial photography. Students will acquire skills which are immediately useful. Entrepreneurship, safety, and leadership training are included. The curriculum will allow students "open entry-open exit" at mid-term.

Advertising Design

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in advertising design careers (previously called Commercial Art). Includes creation and design of graphic

materials for use as ornamentation, illustration, advertising, and computer graphics; also entrepreneurship, leadership, safety, and career opportunities.

Commercial Photography

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in a commercial photography career field. Includes basics of photography, commercial composition, print-making, finishing, safety, leadership, entrepreneurship, and career opportunities.

Drafting

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in drafting careers. Includes sketching, lettering, dimensioning, and line development; use of descriptive geometry; development of electrical and electronic drawings; mechanical, welding, and architectural drawings; fundamentals of computer-aided drafting, entrepreneurship, safety, leadership, and career opportunities.

Graphic Arts

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in graphic arts careers (formerly called Printing Trades). Includes basic principles of offset printing, type composition using impact and computerized phototypesetting processes, computer technology, camera reproduction, letterpress printing, entrepreneurship, safety, leadership, and career opportunities.

Introduction to Transportation Service Careers

Grades 10-12, ½-1 unit

A cluster course designed to familiarize students with introductory skills and a basic understanding of career opportunities and training requirements in six fundamental career clusters related to transportation service careers: aircraft mechanics, auto body and collision repair, auto mechanics, diesel engine mechanics, small engine repair, and marine engine mechanics. Students will acquire skills which are immediately useful. Entrepreneurship, safety, and leadership training are included. The curriculum will allow students "open entry-open exit" at mid-term.

Aircraft Mechanics

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in the highly technical aircraft mechanic career field. Includes aircraft electrical and electronic systems; service and repair of hydraulic systems, engines, airframes, and rigging. Entrepreneurship, safety, leadership, and career opportunities are included.

Automotive Collision Repair and Refinishing Technology

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in the rapidly changing automotive after-market care field of auto body repair and refinishing. Includes frame and unibody repair; sheetmetal, fiberglass, and synthetic materials repair; welding skills; preparation for/and application of primers and paints. Entrepreneurship, safety, leadership training, and career opportunities awareness are included.

Auto Specialization

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in one of the following five speciality service careers: auto diesel mechanics, automotive electrician, brake and wheel alignment mechanic, automotive power train mechanic, bus mechanics. All areas include entrepreneurship, safety, leadership, and career opportunities.

Automotive Technician
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in the automotive technician career field. Includes use of repair manuals and service and repair of basic components of an automobile: fuel systems, engine, emission control, power trains, chassis, electrical, brakes, heating and air conditioning. Entrepreneurship, safety, leadership, and career opportunities are included.

Diesel Mechanics
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in the diesel mechanics career field. Includes use of repair manuals; removal, repair, and replacement of diesel engine components; service and repair of fuel injection systems, lubricating systems, cooling systems, and air brake intake and exhaust systems; entrepreneurship, safety, leadership, and career opportunities.

Marine Engine Repair
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in the marine engine repair career field. Includes fundamentals of marine engines; use of repair manuals; inspection, cleaning, removal, repair, replacement, and overhauling of marine engines, systems, and components; understanding propeller design and application; entrepreneurship, safety, leadership, and career opportunities.

Small Engine Repair
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in the small engine repair career field. Includes repair and service of cooling systems, air cleaner, fuel system, and lubricating system; repair of starters and ignition systems;overhaul of engines; entrepreneurship, safety, leadership, and career opportunities.

Cleaning and Pressing
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in the cleaning and pressing career field. Includes use and storage of solvents, soaps, and fluids; properties of various fabrics; wet cleaning and dry cleaning processes; steam pressing, hand ironing, and drip-dry processes; packaging and wrapping; entrepreneurship, safety, leadership, and career opportunities.

Culinary Arts
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in the culinary arts career field. Includes storage, preparation, and serving of fruits, vegetables, salads, soups, sauces, gravies, appetizers, desserts, pastries, breads, cakes, cookies, pies puddings, pastas, cheeses, meats, poultry, fish; fundamentals of hygiene; proper storage and use of cooking utensils, tools, equipment, dishes; entrepreneurship, leadership, and career opportunities.

Cosmetology
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in cosmetology careers. Includes sterilization and sanitation processes, shampooing and rinsing hair, application of conditioning creams and color rinses, application of scalp and hair treatments, shaping and thinning hair, hair-styling, permanent waving, hair coloring, manicuring, facial massage, facial make-up, entrepreneurship, safety, leadership, and career opportunities.

Hydraulics and Pneumatics
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in hydraulic and/or pneumatic career field(s). Includes reading and interpreting blueprints and service manuals; installation and maintenance of high and low pressure process piping; fundamentals of cleaning, flushing, servicing, inspecting, installing, removal, repairing, and replacing hydraulic systems and components and pneumatic systems and components; entrepreneurship, safety, leadership, and career opportunities.

Media Technology
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in movie, video, and television production careers. Includes operation of different types of cameras, mastery of audio techniques, electronic editing, creation of media graphics, lighting, script writing, direction, production, special effects, signal control and monitoring equipment, set design, entrepreneurship, safety, leadership, and career opportunities.

Law Enforcement Training
Grades 11-12, 1-3 units

A pre-employment laboratory course with job specific training for entry-level employment in law enforcement careers. Includes knowledge of legal system, sequential procedures upon arrival at crime scene, search and patrol procedures, arrest and seizure procedures, communication skills, computer usage, entrepreneurship, safety, leadership, and career opportunities.

Leather Trades
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in leather fabrication careers. Includes knowledge of processing and sorting leather; carving and stamping designs; stitching, sewing, cleaning, and finishing leather; assembling, lacing, and attaching metal hardware; entrepreneurship, safety, leadership, and career opportunities.

Marine Related Occupations
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in marine related careers. Includes seamanship, harvesting skills, welding, operation and maintenance of marine engines, boat construction, boat operation, entrepreneurship, safety, leadership, and career opportunities.

Needle Trades
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in needle trades careers. Includes garment manufacturing skills, fashion design skills, entrepreneurship, safety, leadership, and career opportunities.

Petro-Chemical Laboratory Technician
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in petro-chemical laboratory careers. Includes math and science necessary to perform chemical equations, set up of laboratory equipment and instrumentation, analysis and log testing results, preparation of reports, entrepreneurship, safety, leadership, and career opportunities.

Plant Processing
Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment related to petro-chemical refinery careers. Includes fundamentals of plant processing operations; understanding the operations of separation, conversion, and polymerization units in refinery and chemical plants; monitoring and making minor repairs to operating equipment; entrepreneurship, safety, leadership, and career opportunities.

Quality Control

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in quality control careers in the field of manufacturing. Includes blueprint reading; science of weights and measures; mechanical drafting; machine processes; welding, soldering, brazing, crimping, wiring and wrapping; performing physical testing for tolerance and fit; compression, hardness, tensile, and shear strength; entrepreneurship, safety, leadership, and career opportunities.

Stationary Energy Sources

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in power generation careers. Includes interpretation of repair manuals, blueprints, and service bulletins; dismantling and overhauling motors, pumps, compressors, hydro-electrical, and electric generators; installation and service of wiring, switchboards, control panels, automatic recorders, and graphs; inspection, cleaning, lubricating, servicing, removal, repair, and replacement of equipment and system components; monitoring instrumentation, entrepreneurship, safety, leadership, and career opportunities.

Upholstery/Furniture Repair

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in upholstery and furniture repair careers. Includes study of design styles; upholstery fabrication and/or repair processes such as tacking, nailing, gluing, measuring, lay-out, cutting, sewing, fitting; application of filling, padding, springs, and fabric; furniture repair skills such as repairing dents, mars, and scratches; woodworking skills for fabrication of broken parts; disassembly and reassembly procedures; entrepreneurship, safety, leadership, and career opportunities.

Vocational Plastics

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment in plastic manufacturing careers. Includes chemistry of plastics; use of measuring instruments; molding, thermoforming, extrusion, and reinforced molding techniques; methods of fabrication; processes of joining and fastening plastics; casting and coating processes; production of tools and dyes; reading blueprints; creating plans; understanding use of computers and robotics in manufacturing processes; entrepreneurship, safety, leadership, and career opportunities.

Security Services

Grades 11-12, 2-3 units

A pre-employment laboratory course with job specific training for entry-level employment for security services careers. Includes security patrol procedures; use of computers and communications systems; understanding procedures and limits of apprehension and detention; licensing certification requirements; goals of investigation, interview, and interrogation; understanding crime prevention devices, equipment, and procedures; demonstrating ability to provide oral and written reports; entrepreneurship, safety, leadership, and career opportunities.

Coordinated Vocational-Academic Education (CVAE)—Building Maintenance

Grade 9, 1-3 units
Grades 10-12, 2-3 units

A cluster course for academically disadvantaged students designed to prepare students with employment skills which are transferable and immediately useful; to keep "at risk" students in school by providing successful educational experiences; and to prepare students for enrollment in other vocational education programs. Includes a basic understanding of career opportunities and training requirements in five fundamental occupational areas: carpentry, electrical trades, painting, plumbing, and building cleanliness and sanitation. Entrepreneurship, leadership and safety are included. Curriculum may be modified to meet individual student needs.

CVAE-General Construction Trades

Grade 9, 1-3 units
Grades 10-12, 2-3 units

A cluster course for academically disadvantaged students designed to prepare students with employment skills which are transferable and immediately useful; keep "at risk" students in school by providing successful educational experiences; and prepare students for enrollment in other vocational education programs. Includes a basic understanding of career opportunities and training requirements in six fundamental occupational areas: carpentry, bricklaying, electrical trades, plumbing, concrete masonry, and painting. Entrepreneurship, leadership, and safety are included. Curriculum may be modified to meet individual student needs.

CVAE-General Mechanical Repair

Grade 9, 1-3 units
Grades 10-12, 2-3 units

A cluster course for academically disadvantaged students designed to prepare students with employment skills which are transferable and immediately useful; keep "at risk" students in school by providing successful educational experiences; and prepare students for enrollment in other vocational education programs. Includes a basic understanding of career opportunities and training requirements in three fundamental occupational areas: automotive technology, small engine repair, and welding. Entrepreneurship, safety, and leadership are included. Curriculum may be modified to meet individual student needs.

CVAE-General Metal Trades

Grade 9, 1-3 units
Grades 10-12, 2-3 units

A cluster course for academically disadvantaged students designed to prepare students with employment skills which are transferable and immediately useful; keep "at-risk" students in school by providing successful educational experiences; and prepare students for enrollment in other vocational education programs. Includes a basic understanding of career opportunities and training requirements in four fundamental occupational areas: metal benchwork, machine shop, welding, and sheetmetal work. Entrepreneurship, leadership, and safety are included. Curriculum may be modified to meet individual student needs.

Industrial Cooperative Training (ICT)

Grades 11-12, 2-3 units

A cooperative education program which combines occupationally related classroom instruction and on-the-job training experiences. Job specific skilled training and equipment are provided by employers who hire students to work during each school day at a wage rated equitable for beginning employees. Employers also consult with and advise the teacher-coordinator of the program regarding the instruction students need in the classroom phase of their training. Entrepreneurship, safety, leadership, and career opportunities are included with work ethics and job related study in the classroom. Students may be placed only in skilled occupations approved for ICT.

CVAE Cooperative Training (CVAE Co-op)

Grades 9-12, minimum age - 16, 2-3 units

A cooperative education program for academically disadvantaged students which combines occupationally related classroom instruction and on-the job training. Placement in the program shall be on the basis of training objective, aptitude, interest, need, and other qualifications essential to successful employment. The program is designed to place the student in the job market with gainful employment in occupations appropriate for the student's needs and development; retain "at risk" students in school by providing successful educational experiences; and prepare students for entry in other vocational education programs. Occupations approved for this program should not be an approved occupation in any one of the other cooperative education vocational programs, although student placement may occur in all programs, i.e., agriculture, trade and industrial, office education, home economics, health occupations, and marketing education occupations.

CVAE Pre-Employment Laboratory Programs

Grade 9, 1-3 units
Grades 10-12, 2-3 units

These programs are specifically designed for academically disadvantaged students who are at least 14 years old, and have expressed an interest in/and need vocational training. The purposes of these programs are to prepare students with employment skills which are transferable; to retain "at risk" students in school by providing successful educational experiences; and prepare students for entry into other vocational education programs. Curriculum may be modified to meet the individual student's needs. In addition to the CVAE occupational programs previously described, the following CVAE programs may be offered where justified by supply/demand data:

CVAE Air Conditioning and Refrigeration
CVAE Auto Mechanics
CVAE Bricklaying
CVAE Building Maintenance
CVAE Commercial Cooking
CVAE Commercial Display and Decoration
CVAE Cosmetology
CVAE Furniture Repair and Upholstering
CVAE General Marine Repair
CVAE Mill and Cabinetmaking
CVAE Painting and Decorating
CVAE Plumbing, Heating, and Cooling
CVAE Printing
CVAE Service Station Attendant
CVAE Small Engine Repair
CVAE Welding

Vocational Education for the Handicapped (VEH) Pre-Employment Laboratory Programs

Grades 7-8, 1-3 units
Grades 9-12, 2-3 units

These programs are designed for handicapped students whose greater degree of impairment precludes integration into a regular CVAE vocational education class. It is a more restrictive placement for the more severely handicapped who are in special education programs. Students are instructed with a specially designed curriculum. The following VEH programs may be offered where it is determined to be the least restrictive, appropriate environment:

VEH Auto Body Repair
VEH Auto Mechanic
VEH Bricklaying
VEH Building Maintenance
VEH Cabinetmaking
VEH Electrician's Helper
VEH Electronic Assembly
VEH General Construction Trades
VEH General Mechanical Repair
VEH House Painting
VEH Laundry Service
VEH Metal Trades
VEH Small Engine Repair
VEH Service Station Attendant
VEH Furniture Repair and Upholstery

Technical Education Internship

Grade 12, 2-3 units

Prerequisites: two years of mathematics, including algebra II or geometry; two years of science; and a program specifically related to the area of internship placement/or a 30 hour (minimum) technical education internship summer program. An internship program in technical occupations is designed to provide the student with insight and specific skills in a technical occupation while training under the direct supervision of a skilled technician; to enhance the student's knowledge of training necessary to realize an occupational objective; and to encourage continued education in a technical field. The student serves 10-15 hours a week as an unpaid intern in an approved technical occupation. A training plan is developed by the teacher/coordinator in consultation with the person responsible for providing the intern training experiences to the student. Five hours per week of related school classroom study is required.

Industrial Technology Education

Introductory Industrial Technology I

Grades 7-8, ½-1 unit

A comprehensive course introducing students to the concepts of technology. In this activity-based course, students explore the resources, processes, management, and products in the content areas of communication, energy, and production technology. Students focus on the practical applications and impacts of technology using creativity and problem-solving skills.

Introductory Industrial Technology II

Grade 8, ½-1 unit

A course introducing students to the concepts of technology. In this activity-based course, students explore the resources, processes, management, and products in the content areas of manufacturing and construction technologies. In the study of manufacturing and construction technology, emphasis is placed on the practical applications and impacts of technology using creativity and problem solving skills.

Technology Systems

Grades 9-12, ½-1 unit

A comprehensive foundation course introducing students to the concepts of technology. In this activity-based course, students explore the resources, processes, management, and products in the content areas of communication, energy, and production technology. Students focus on the practical applications and impacts of technology using creativity and problem-solving skills.

Communication Systems

Grades 9-12, ½-1 unit

A course introducing students to the concepts of technical communications. In this activity-based course, students explore the resources, processes, management, and products in the technical areas of drafting, photography, graphic arts, electronic communication, and telecommunication. The course emphasizes problem solving, design principles, technical standards, and use of related equipment.

Manufacturing Graphics

Grades 9-12, ½-1 unit

A course focusing on the design, planning, and technical communications associated with manufacturing systems. In this activity-based course, emphasis is placed on production drawings and graphics related to machine design, welding fabrication, electrical and electronic components, piping, technical illustration, gears and cams, intersection and development, and jigs and fixtures.

Construction Graphics

Grades 9-12, ½-1 unit

A course focusing on the design, planning, and technical communication associated with construction systems. In this activity-based course, emphasis is placed on the production of drawings and media related to residential and commercial architecture, illustration and presentation, municipal and public utilities, topographical and transportation systems.

Communication Graphics

Grades 9-12, ½-1 unit

A course focusing on technical communication associated with photography, graphic arts, electronic communications and telecommunications systems. In this activity-based course, students explore the resources, processes, management, and products in the technical areas of photography, graphic arts, electronic communications, and telecommunications. The course emphasizes problem solving, design principles, technical standards, and use of related equipment.

Energy Systems

Grades 9-12, ½-1 unit

A course introducing students to energy and how it is utilized to serve the needs of this society. In this activity-based course, the focus is on the characteristics, availability, conversion, storage, environmental impact, and socioeconomic aspects of conventional and alternate energy resources. The course emphasizes the conversion of energy to power and its subsequent control, storage, and application in performing useful work. Transportation systems are studied to illustrate the application of power.

Power/Transportation Systems

Grades 9-12, ½-1 unit

An activity-based course introducing students to the concepts and application of power and transportation systems that serve this society. In the power component, students focus on the conversion, control, storage, distribution, environmental impact and the application of power sources to do useful work. In the transportation component, students focus on the history, operation, organization, and socioeconomic impact of transportation systems.

Electricity/Electronic Systems

Grades 9-12, ½-1 unit

An activity-based course introducing students to the concepts and application of electrical energy and electronics to serve the needs of this society. In the electricity component, students focus on the generation, characteristics, storage, distribution, and application of electrical energy. In the electronics component, students focus on the design, production, and application of electronic devices and circuits.

Production Systems

Grades 9-12, ½-1 unit

An activity-based course introducing students to the concepts of manufacturing and construction technology. In the manufacturing component, students focus on the material processing and management practices utilized in our free enterprise economic system. In the construction component, students focus on the pre-construction, construction, and post-construction practices and the management techniques utilized in the industry.

Manufacturing Systems

Grades 9-12, ½-1 unit

An activity-based course focusing on material processing and the management components of a manufacturing activity in the free enterprise economic system. The study of material processing includes the techniques of transforming materials through changing their characteristics, shape, size, and structure by casting, forming, separating, conditioning, assembling, and finishing techniques. The study of management includes planning, organizing, directing, and controlling personnel to design, engineer, produce, and market products.

Construction Systems

Grades 9-12, ½-1 unit

An activity-based course focusing on the pre-construction, construction, and post-construction practices, and the management components of the construction industry. Students study about a managed production system by which roads, tunnels, bridges, dams, and buildings are produced on site. Students develop concepts of the free enterprise economic systems by managing construction activities, applying technology to people, and using construction production technology.

Computer Applications

Grades 9-12, ½-1 unit

A course introducing students to how the computer serves the needs of this society. In this activity-based course, the focus is placed on the application of computers in communications, energy, and production technology. Emphasis is placed on construction, programming, operation, applications, and socioeconomic impact of computers in industry.

Research and Development

Grades 9-12, ½-1 unit

An activity-based course that provides students the opportunity to do research and developmental activities in any one or more of the technology areas of communication, energy, and production. A student or small group of students is able to creatively pursue new knowledge and solve technological/industrial problems. Students do research, data collection, problem solving, designing, developing prototypes, and making working models.

Principles of Technology I

Grades 11-12, 1 unit

An applied physics course that includes study in force, work, rate, resistance, energy, power, and force transformers as applied to mechanical, fluid, thermal, and electrical energy systems. The course includes the mathematics needed to understand and apply the principles under study.

Principles of Technology II

Grades 12, 1 unit

A second year applied physics course that includes study in momentum, waves and vibrations, energy convertors, transducers, radiation, optical systems, and time constants as applied to mechanical, fluid, thermal, and electrical energy systems. The course includes the mathematics needed to understand and apply the principles under study.

Special Needs

Basic Vocational Education

Grades 9-12, 1-2 units

A course that is designed to prepare special needs students to enter other vocational education programs. Students to be served will include academically disadvantaged students and students with disabilities who are "at risk" of dropping out of school. The course is designed to assist special needs students to: (1) develop self-awareness; (2) develop good study habits and skills; (3) develop productive work habits; (4) learn consumer management concepts; (5) study occupational awareness, exploration and career decision making; (6) access counseling and guidance, and (8) obtain a comprehensive vocational interest and aptitude assessment.

Individualized Vocational Education

Grades 9-12, 1-2 units

A course designed to provide a community-based supported work model of instruction for severely handicapped students who receive special education instruction during 50% or more of the school day. The program will provide instruction in varied supported work models including: (1) individual placement by a job coach; (2) mobile work crew; and (3) enclaves in industry.

Code	Title	Abbreviation
Grades 7-8 Vocational Education		
11610136	Life management skills (1/2)	
11601100	Introductory Industrial technology I (1/2-1)	
11601101	Introductory industrial technology II (1/2-1)	
116000300	Career investigation (1/2)	
Occupational Orientation		
17000100	VEH occupational investigation (1/2-1)	VEHOI
17000200	VEH occupational exploration (1/2-1)	VEHOE
Special Needs		
12009999	Basic vocational education (1-2)	BVE
13009999	Individualized vocational education (2-3)	IVE
Industrial Technology Education		
11601200	Communication systems (1/2-1)	CS
11601201	Manufacturing graphics (1/2-1)	MG
11601202	Construction graphics (1/2-1)	CSG
11601203	Communication graphics (1/2-1)	CMG
11601300	Energy systems (1/2-1)	ES
11601301	Power/transportation systems (1/2-1)	PTS
11601302	Electricity/electronics systems (1/2-1)	EES
11601400	Production systems (1/2-1)	PS
11601401	Manufacturing systems (1/2-1)	MS
11601402	Construction systems (1/2-1)	CSS
11601500	Technology systems (1/2-1)	TS
11601501	Computer applications (1/2-1)	CA
11601502	Research and development (1/2-1)	RD
11601600	Principles of technology I (1)	PTI
11601601	Principles of technology II (1)	PTII
Vocational Home Economics		
11610120	Comprehensive home economics (1/2-1)	CHE
11610121	Individual and family life (1/2)	IFL
11610122	Parenting and child development (1/2)	PCD
11610123	Advanced child development (1/2)	ACD
11610124	Management (1/2)	MGT
11610125	Consumer and family economics (1/2)	*CFE
11610126	Food science and nutrition (1/2)	FSN
11610127	Advanced food science and nutrition (1/2)	AFSN
11610128	Family/individual health (1/2)	FIH
11610129	Families with special health needs (1/2)	FSHN
11610130	Apparel (1/2)	APP
11610131	Textiles and apparel design (1/2)	TAD
11610132	Housing, design, and furnishings (1/2)	HDF
11610133	Interior design (1/2)	ID
11610134	Home economics career cluster (1/2-1)	HECC
11610135	Home economics summer program (1/2)	HESP
11612500	Comprehensive/Technical home economics (1/2-1)	
11612600	Home economics cooperative education (2-3)	HECE

Code	Title	Abbreviation
11610601	Coop/child care and guidance, management, and services (2-3)	CCC
11610602	Coop/food production, management, and services (2-3)	CFP
11610603	Coop/services for the elderly (2-3)	CSE
11610604	Coop/apparel and textiles production, management, and services (2-3)	CATP
11610605	Coop/housing, home furnishings, and equipment management, production, and services (2-3)	CHHF
11610606	Coop/institutional maintenance (2-3)	CIM
11610607	Coop/hospitality services (2-3)	CHS
11610608	Coop/fashion design (2-3)	CFD
11612700	PL/home economics production, management, and services (2-3)	HEPL
11610701	PL/child care and guidance, management, and services (2-3)	PLCC
11610702	PL/food production, management, and services (2-3)	PLFP
11610703	PL/services for the elderly (2-3)	PLSE
11610704	PL/apparel and textiles production, management, and services (2-3)	PLAT
11610705	PL/housing, home furnishings, and equipment management, production, and services (2-3)	PLHHF
11610706	PL/institutional maintenance (2-3)	PLIM
11610707	PL/hospitality services (2-3)	PLHS
11610708	PL/fashion design (2-3)	PLFD
12610800	CVAE/home economics production, management, and services (1- 3)	CVAEHE
12610801	CVAE/child care and guidance, management, and services (1- 3)	CVAECC
12610802	CVAE/food production, management, and services (1- 3)	CVAEFP
12610803	CVAE/services for the elderly (1-3)	CVAESE
12610804	CVAE/apparel and textiles production, management,and services (1-3)	CUAEAT
12610805	CVAE/housing, home furnishings, and equipment management, production, and services (1-3)	CVAEHH
12610806	CVAE/institutional maintenance (1-3)	CVAEIM
12610807	CVAE/hospitality services (1-3)	CVAEHS
13610900	VEH/home economics production, management, and services (1-3)	VEHHE
13610901	VEH/food production, management, and services (1-3)	VEHFP
13610902	VEH/apparel and textiles production, management, and services (1-3)	VEHAT
13610903	VEH/housing, home furnishings, and equipment management, production, and services (1-3)	VEHHH
13610904	VEH/institutional maintenance (1-3)	VEHIM
13610905	VEH/hospitality services (1-3)	VEHHS
13610906	Home economics VEH (1/2-3)	HEVEH

Code	Title	Abbreviation
Trade and Industrial Education		
11620100	Industrial cooperative training (2-3)	ICT
11620200	Homogen ICT for petro-chem (2-3)	ICTCHEM
11620300	Homogen ICT for law enforcement (2-3)	ICTLAW
11624800	Multi occupational coop (2-3)	MOCT
11590200	Technical education internship (2-3)	TECHINTR
11627400	Security service coop (2-3)	SECCOOP
12620100	CVAE cooperative (2-3)	CVAECOOP
13620100	VEH cooperative (2-3)	VEHCOOP
11628001	Introduction to construction careers (1/2-1)	ICC
11620400	Air conditioning and refrigeration (2-3)	A-C REF
11620001	Bricklaying/stone masonry (2-3)	B/SM
11621500	Building trades (2-3)	BLDGTR
11620002	Construction carpentry (2-3)	CONSTCR
11620003	Cement laying and finishing (2-3)	CMNTLF
11622800	Electrical trades (2-3)	ELTTR
11624700	Mill and cabinetmaking (2-3)	MILL&CAB
11625100	Painting and decorating (2-3)	PT&DEC
11620004	Piping trades/plumbing (2-3)	PT/P
11628002	Introduction to electrical/electronics careers (1/2-1)	IEEC
11621600	Business machine repair (2-3)	BSMCHRPR
11622400	Computer maintenance technician (2-3)	CTRMTN
11590100	Industrial electronics (2-3)	IND ELEC
11623700	Instrumentation (2-3)	INST
11624200	Major appliance repair (2-3)	MAPPRPR
11627000	Vocational electronics (2-3)	VOELTN
11628003	Introduction to precision metal manufacturing careers (1/2-1)	IPMMC
11624100	Machine shop (2-3)	MCHSHOP
11624600	Metal trades (2-3)	MTLTR
11626400	Sheetmetal (2-3)	SHTMTL
11627200	Welding (2-3)	WLDNG
11628004	Introduction to graphic communication careers (2-3)	IGCC
11620005	Advertising design (2-3)	ADVDSGN
11622200	Commercial photography (2-3)	CMSLPHTO
11622700	Drafting (2-3)	DRFT
11620006	Graphic arts (2-3)	GRARTS
11628005	Introduction to transportation service careers (1/2-1)	ITSC
11620500	Aircraft mechanics (2-3)	ACRFTMCH
11620015	Automotive collision repair and refinishing technology (2-3)	ACRRT
11621100	Auto specialization (2-3)	AUTOSP
11620007	Automotive technician (2-3)	AUTOTECH
11622600	Diesel mechanics (2-3)	DSLSMECH
11624300	Marine engine repair (2-3)	MRNEGRPR
11626500	Small engine repair (2-3)	SMEGRPR
11621900	Cleaning and pressing (2-3)	CL&PRESS
11620012	Culinary arts (2-3)	CULART
11622500	Cosmetology (2-3)	CSMT
11623200	Hydraulics and pneumatics (2-3)	HD&PNEU

Code	Title	Abbreviation
11620008	Media technology (2-3)	MEDTECH
11620009	Law enforcement training (1-3)	LAWENFTR
11624000	Leather trades (2-3)	LTRTR
11624400	Marine related occupations (2-3)	MARREOCC
11620010	Needle trades (2-3)	NEEDLTR
11625200	Petro-chemical laboratory technician (2-3)	PCHEMLT
11625400	Plant maintenance (2-3)	PLTMNT
11625500	Plant processing (2-3)	PLTPRO
11626200	Quality control (2-3)	QLTCON
11626600	Stationary energy sources (2-3)	STENGSO
11620011	Upholstery/furniture repair (2-3)	U/FR
11627100	Vocational plastics (2-3)	VOPLS
11627500	Security services (2-3)	SEC SER
11621300	Barbering (2-3)	BARBER
11622900	Floriculture (2-3)	FLOT
11626800	Truck driving (2-3)	TRDRVN
11623500	Industrial equipment repair (2-3)	INDEQRPR
11624500	Meat cutting (2-3)	MTCUTT
11629999	Trade and industrial, other (1-3)	T&IO
12620500	CVAE building maintenance (I-3)	BLDGMNT
12621000	CVAE—general construction trades (1-3)	CT
12621200	CVAE—general mechanical repair (1-3)	GMR
12621500	CVAE—general metal trades (1-3)	MT
12620200	CVAE—air conditioning and refrigeration (1-3)	A/CR
12620300	CVAE—auto mechanics (1-3)	AM
12620400	CVAE—bricklaying (1- 3)	BRICK
12620600	CVAE—commercial cooking (1-3)	COMMCOOK
12620700	CVAE—commercial display and decoration (1-3)	DSPLYDEC
12620800	CVAE—cosmetology (1-3)	COSM
12620900	CVAE—furniture repair and upholstering (1-3)	FRNRPRUP
12621100	CVAE—general marine repair (1-3)	GMRNR
12621300	CVAE—home appliance repair (1-3)	HMAPPRPR
12621400	CVAE—marine engine repair (1-3)	MRNEGRPR
12621600	CVAE—mill and cabinetmaking (1-3)	M&C
12621700	CVAE—painting and decorating (1-3)	PT&DEC
12621800	CVAE—plumbing, heating, and cooling (1-3)	PHLT&CL
12621900	CVAE—printing (1- 3)	PRNT
12622000	CVAE—service station attendant (1-3)	SVSTATND
12622100	CVAE—sheetmetal worker (1-3)	SHMTLWKR
12622200	CVAE—small engine repair (1-3)	SMEGRPR
12622300	CVAE—welding (1-3)	WELD
12629999	CVAE—trade and industrial, other (1-3)	CT&IO
13620200	VEH—auto body repair (1-3)	ABR
13620300	VEH—auto mechanics (1-3)	AMECH
13620400	VEH—bricklaying (1-3)	BLAY
13620500	VEH—building maintenance (1-3)	BM
13620600	VEH—cabinetmaking (1-3)	CM
13620700	VEH—electrician's helper (1-3)	EH
13620800	VEH—electronic assembly (1-3)	EA
13620900	VEH—furniture repair and upholstering (1-3)	FUR

Code	Title	Abbreviation
13621000	VEH—general construction trades (1-3)	GCONTR
13621100	VEH—general mechanical repair (1-3)	GMECHR
13621200	VEH—house painting (1-3)	HP
13621300	VEH—laundry service (1-3)	LS
13621400	VEH—metal trades (1-3)	MTLTRADE
13621500	VEH—small engine repair (1-3)	SER
13621600	VEH—service station attendant (1-3)	SSA
13629999	VEH—trade and industrial, other (1-3) (1-3)	VT&IO

The following course codes are for occupations approved for Industrial Cooperative Training. The codes are for use on student training plans and for federal reporting purposes only. The code and abbreviation for Industrial Cooperative Training (11620100 - ICT) should be used on each students' academic achievement record regardless of the occupation in which the student is training.

Additional Course Codes for Occupations Approved for Industrial Cooperative Training (ICT)

11620101	Air conditioning mechanic, automotive (2-3)
11620102	Audiovideo operator (2-3)
11620103	Audiovideo repairer (2-3)
11620104	Automobile motor analyst (2-3)
11620105	Automobile radiator mechanic (2-3)
11620106	Automotive machinist (2-3)
11620107	Bookbinder (2-3)
11620108	Cabinetmaker (2-3)
11620109	Cablesplicer (2-3)
11620110	Carpenter (2-3)
11620111	Carpet layer (2-3)
11620112	Cement mason (2-3)
11620113	Chemical laboratory technician (2-3)
11620114	Color laboratory technician (2-3)
11620115	Commercial designer (2-3)
11620116	Drafter, architectural (2-3)
11620117	Drafter, civil (2-3)
11620118	Drafter, mechanical (2-3)
11620119	Drafter, topographical (2-3)
11620120	Dry-wall applicator (2-3)
11620121	Electric motor repairer (2-3)
11620122	Electrical appliance repairer (2-3)
11620123	Electrical repairer (2-3)
11620124	Electrician (2-3)
11620125	Electronics mechanic (2-3)
11620126	Extruder, operator (2-3)
11620127	Floor layer (2-3)
11620128	Frame wirer (2-3)
11620129	Furniture finisher (2-3)
11620130	Glazier (2-3)
11620131	Gunsmith (2-3)
11620132	Industrial truck mechanic (2-3)
11620133	Injection molding machine operator (2-3)

Code	Title
11620134	Instrument repairer (2-3)
11620135	Jeweler (2-3)
11620136	Linotype operator (2-3)
11620137	Locksmith (2-3)
11620138	Maintenance mechanic (Equipment) (2-3)
11620139	Maintenance mechanic (Building) (2-3)
11620140	Meatcutter (2-3)
11620141	Model maker (2-3)
11620142	Motion picture projectionist (2-3)
11620143	Motorboat mechanic (2-3)
11620144	Motorcycle repairer (2-3)
11620145	Office machine servicer and repairer (2-3)
11620146	Offset press operator (2-3)
11620147	Optician (2-3)
11620148	Ornamental ironworker (2-3)
11620149	Painter (2-3)
11620150	Painter (Sign) (2-3)
11620151	Paperhanger (2-3)
11620152	Parts clerk (2-3)
11620153	Patternmaker, metal (2-3)
11620154	Patternmaker, wood (2-3)
11620155	Photoengraver (2-3)
11620157	Photography, lithographic (2-3)
11620158	Plasterer (2-3)
11620159	Plater (electroplater) (2-3)
11620160	Plumber (2-3)
11620161	Saddle maker (2-3)
11620162	Shoe repairer (2-3)
11620163	Shoemaker, custom (2-3)
11620164	Steamfitter (2-3)
11620165	Stonecutter (2-3)
11620166	Stonemason (2-3)
11620167	Surveyor (2-3)
11620168	Tool and die maker (2-3)
11620169	Taxidermist (2-3)
11620170	Tile setter (2-3)
11620171	Tune-up mechanic (2-3)
11620172	Vending machine mechanic (2-3)
11620173	Wastewater treatment-plant operator (2-3)
11620174	Watch repairer (2-3)
11620175	Water treatment-plant operator (2-3)

The following course codes are for occupations approved for CVAE Cooperative Training. The codes are for use on student training plans and for federal reporting purposes only. The code and abbreviation for CVAE Cooperative Training (12620100 - CVAECOOP) should be used on each students' academic achievement record regardless of the occupation in which the student is training.

Additional Course Codes for Occupations used for CVAE Cooperative Training

12620101	Aircraft mechanic helper (2-3)

Code	Title
12620102	Assembler, (plastic prod.) (2-3)
12620103	Assembler, production (2-3)
12620104	Assistant press operator (printing) (2-3)
12620105	Automobile body repairer helper (2-3)
12620106	Automotive electrician helper (2-3)
12620107	Brake repairer (2-3)
12620108	Business machine mechanic helper (2-3)
12620109	Carpet layer helper (2-3)
12620110	Cement mason helper (2-3)
12620111	Communication electronics equipment repairer helper (2-3)
12620112	Diesel engine mechanic helper (2-3)
12620113	Dry cleaner helper (2-3)
12620114	Electric motor assembler (2-3)
12620115	Electrical appliance assembler (2-3)
12620116	Electrician helper (2-3)
12620117	Electronics assembler (2-3)
12620118	Electronics worker (2-3)
12620119	Extruder, operator helper (2-3)
12620120	Farm equipment mechanic (2-3)
12620121	Floor layer helper (2-3)
12620122	Glazier helper (2-3)
12620123	Heavy equipment maintenance mechanic helper (2-3)
12620124	Hospital aide, nursing (2-3)
12620125	Laundry worker (2-3)
12620126	Maintenance mechanic helper, factory (2-3)
12620127	Material handler (2-3)
12620128	Make ready mechanic (2-3)
12620129	Meat clerk (2.3)
12620130	Meter repairer helper (2-3)
12620131	Millright helper (2-3)
12620132	Presser helper (2-3)
12620133	Self-service station attendant (2-3)
12620134	Shoe repair helper (2-3)
12620135	Sign painter helper (2-3)
12620136	Tile setter helper (2-3)
12620137	Vacuum plastic forming machine operator (2-3)
12620138	Vending machine repairer helper (2-3)
12620139	Animal caretaker (2-3)
12620140	Farm worker (2-3)
12620141	Horticultural worker (2-3)
12620142	Irrigator (2-3)
12620143	Landscape laborer (2-3)
12620144	Recreation facility worker (2-3)
12620145	Stable attendant (2-3)
12620146	Tree trimmer helper (2-3)
12620147	Bagger, food store (2-3)
12620148	Clerk attendant, apparel and accessories (2-3)
12620149	Clerk, food store (2-3)
12620150	Counter attendant, coffee shop (2-3)
12620151	Counter attendant, fast food (2-3)

Code	Title	Abbreviation
12620152	Dining room attendant (2-3)	
12620153	Floristry helper (2-3)	
12620154	Food tabulator, cafeteria (2-3)	
12620155	Room service clerk, hotel (2-3)	
12620156	Serving line attendant (2-3)	
12620157	Stock attendant, apparel and accessories (2-3)	
12620158	Stock checker, apparel and accessories (2-3)	
12620159	Ticket seller (2-3)	
12620160	Waiter/waitress (2-3)	
12620161	Hospital aide, food service (2-3)	
12620162	Housecleaner, hotel and restaurant (2-3)	
12620163	Janitor (2-3)	
12620164	Nursery attendant (2-3)	
12620165	Sewing machine operator (2-3)	
12620166	Checker - shipping, receiving (2-3)	
12620167	Distributing clerk (2-3)	
12620168	Duplicating - machine operator (2-3)	
12620169	Inventory clerk (2-3)	
12620170	Office helper (2-3)	
12620171	Sorter - clerical (2-3)	
Agricultural Science and Technology		
11630001	Agriscience	
11630002	Combination agriscience and agricultural cooperative training	
11630003	Agricultural cooperative training and pre-employment laboratory	
11630004	Combination agriscience, agricultural cooperative training, and pre-employment laboratory	
11630005	Combination agriscience and agricultural power and machinery	
11630006	Combination agriscience and agricultural mechanics	
11630007	Combination agriscience and meat processing	
11630008	Combination agriscience and horticulture	
11630009	Combination agriscience and specialty agriculture (animal production)	
11630010	Combination agriscience and specialty agriculture(forestry)	
11630011	Combination agriscience and specialty agriculture (agricultural pest and pesticide management)	
11630012	Combination agriscience and specialty agriculture (agricultural resources)	
11633101	Introduction to world agricultural science and technology (1/2)	INWOAGSC
11633102	Applied agricultural science and technology (1/2)	APAGSCTE
11633221	Introduction to agricultural mechanics (1/2)	INAGMECH
11633222	Home maintenance and improvement (1/2)	HOMAIMPT
11633231	Animal and plant production (1/2)	AMPLPROD
11633241	Food technology (1/2)	FOODTECH
11633261	Introduction to horticultural sciences (1/2)	INHORTSC
11633281	Energy and environmental technology (1/2)	ENEVTECH
11633311	Agribusiness management and marketing (1/2)	AGMGTMKT
11633312	Personal skill development in agriculture (1/2)	PESKDEAG

Code	Title	Abbreviation
11633313	Entrepreneurship in agriculture (1/2)	ENPRSPAG
11633321	Agricultural structures technology (1/2)	AGSTTECH
11633322	Agricultural metal fabrication technology (1/2)	AGMFTECH
11633323	Agricultural power technology (1/2)	AGPWTECH
11633331	Diversified agriculture (1/2)	DIVRFDAG
11633332	Animal science (1/2)	ANIMALSC
11633333	Plant and soil science (1/2)	SOILPLSC
11633334	Equine science (1/2)	EQUINESC
11633361	Landscape design, construction, and maintenance (1/2)	LADECOMA
11633362	Horticulture plant production (1/2)	HORTPLPR
11633363	Floral design and interior landscape development (1/2)	FLDEINLD
11633364	Fruit, nut, and vegetable production (1/2)	FRNUVEPR
11633381	Wildlife and recreation management (1/2)	WIRECMGT
11633088	Forestry and wood technology (1/2)	EFORSTRY
11633188	Animal artificial insemination and pregnancy diagnosis (1/2)	EAAIPDA
Agribusiness		
11633421	Agricultural power and machinery (1-3)	AGPOWER
11633422	Agricultural mechanics (1-3)	AGMECH
11633441	Meat processing (1-3)	MEATPROC
11633461	Horticulture (1-3)	HORT
11633491	Specialty agriculture (1-3)	SPECIAAG
11633501	Agricultural cooperative training (2-3)	AG CO-OP
12630121	CVAE farm and ranch mechanical repair (1-3)	CVAEFRMR
12630161	CVAE horticultural related occupations (1-3)	CVAEHRO
13630121	VEH farm and ranch maintenance (1-3)	VEHFRM
13630161	VEH horticulture related (1-3)	VEHHR

The following course codes are for occupations approved for Agricultural Cooperative Training. The codes are for use on student training plans and for federal reporting purposes only. The code and abbreviation for Agricultural Cooperative Training (11633501 - AG CO-OP) should be used on each students' academic achievement record regardless of the occupation in which the student is training.

Additional Course Codes for Occupations Approved for Agricultural Cooperative Training

11630201	Agricultural business and management (2-3)
11630202	Farm and ranch management (2-3)
11630203	Agricultural business and management, other (2-3)
11630204	Agricultural machinery repairer (2-3)
11630205	Farm equipment operator (2-3)
11630206	Agricultural machinery set-up and deliverer (2-3)
11630207	Agricultural electrification, power and controls employee (2-3)
11630208	Agricultural construction and maintenance employee (2-3)
11630209	Agricultural welding and service (2-3)
11630210	Agricultural hand and power tools service (2-3)
11630211	Agricultural power machinery employee (2-3)
11630212	Agricultural machinery mechanic helper (2-3)
11630213	Agricultural machinery service supervisor (2-3)
11630214	Agricultural structures, equipment, and facilities employee (2-3)

Code	Title
11630215	Soil management employee (2-3)
11630216	Water management employee (2-3)
11630217	Irrigation equipment sales and services (2-3)
11630218	Agricultural mechanics, other (2-3)
11630219	Ranch employee (2-3)
11630220	Feedlot employee (2-3)
11630221	Dairy farm worker (2-3)
11630222	Poultry hatchery employee (2-3)
11630223	Swine farm employee (2-3)
11630224	Horse farm employee (2-3)
11630225	Livestock auction employee (2-3)
11630226	Poultry farm, broiler production (2-3)
11630227	Poultry farm, commercial laying flock (2-3)
11630228	Fish hatchery employee (2-3)
11630229	Fish farm employee (2-3)
11630230	Crop farm employee (2-3)
11630231	Plant scientist assistant (2-3)
11630232	Game and hunting farm employee (2-3)
11630233	Agricultural production, other (2-3)
11630234	Meat processing plant employee (2-3)
11630235	Fruit and vegetable packing plant processor (2-3)
11630236	Seafood processing employee (2-3)
11630237	Poultry products employee (2-3)
11630238	Dairy products employee (2-3)
11630239	Non-food products employee (2.3)
11630240	Wool and mohair warehouse employee (2-3)
11630241	Cotton ginning employee (2-3)
11630242	Agricultural products and processing, other (2-3)
11630243	Grain elevator employee (2-3)
11630244	Veterinary assistant (2-3)
11630245	Agricultural chemical sales and service employee (2-3)
11630246	Feed sales and service (2-3)
11630247	Feed warehouse employee (2-3)
11630248	Agricultural machinery parts employee (2-3)
11630249	Seed sales and service (2-3)
11630250	Fertilizer sales and service (2-3)
11630251	Animal grooming employee (2-3)
11630252	Animal training employee (2-3)
11630253	Horseshoer (2-3)
11630254	Agricultural services and supplies, other (2-3)
11630255	Garden center employee (2-3)
11630256	Assistant groundskeeper (2-3)
11630257	Parks employee (2-3)
11630258	Arboriculture employee (2-3)
11630259	Floriculture employee (2-3)
11630260	Greenhouse employee (2-3)
11630261	Park and landscape employee (2-3)
11630262	Nursery employee (2-3)
11630263	Assistant greenskeeper (2-3)
11630264	Turf management employee (2-3)

Code	Title	Abbreviation
11630265	Horticulture, other (2-3)	
11630266	Recreation farm employee (2-3)	
11630267	Wildlife conservation employee (2-3)	
11630268	Conservation and regulation, other (2-3)	
11630269	Fishing and fisheries employee (2-3)	
11630270	Fishing and fisheries, other (2-3)	
11630271	Forestry employee (2-3)	
11630272	Woods products employee (2-3)	
11630273	Sawmill employee (2-3)	
11630274	Logging employee (2-3)	
11630275	Pulp and paper production employee (2-3)	
11630276	Forestry production and processing, other (2-3)	
11630277	Agricultural finance (2-3)	
11630278	Animal caretaker employee (2-3)	
11630279	Farm and ranch electrification employee (2-3)	
11630280	Food processing employee (2-3)	
11630281	Soil conservationist assistant (2-3)	
11630282	Poultry processing plant employee (2-3)	
11630283	Milk processing plant employee (2-3)	
Marketing Education		
11654100	Marketing education I (2-3)	MEI
11654200	Marketing education II (2-3)	MEII
11653100	Principles of marketing (1/2)	PRINMKT
11653200	Retail merchandising (1/2)	RETMDSE
11650850	Entrepreneurship (1-3)	ENTREPR
11650102	Hotel-motel management (2-3)	HOTELMG
11650109	Fashion merchandising (2-3)	FASHMER
11650110	Footwear marketing (2-3)	FTWRMKT
11650111	Jewelry marketing (2-3)	JLRYMKT
11650112	Convenience store marketing (2-3)	CSTRMKT
11650114	Appliance marketing (2-3)	APLMKT
11650115	Building materials marketing (2-3)	BMTLMKT
11650117	Furniture marketing (2-3)	FURNMKT
11650118	Travel services marketing (2-3)	TRVLMKT
11650120	Automotive and accessories marketing (2-3)	AU/ACMKT
11650122	Service station retailing (2-3)	SVCSTA
11650600	Financial services marketing (2-3)	FNSVMKT
11650650	Advertising and display services (2-3)	ADVDIS
11650700	Floristry, farm and garden supplies (2-3)	FFGMKT
11650750	Apparel and accessories marketing (2-3)	APACMKT
11650800	Food marketing (2-3)	FOODMKT
11650900	Home and office products marketing (2-3)	HOPMKT
11651000	Industrial marketing (2-3)	INDMKT
11651200	Hardware marketing (2-3)	HDWMKT
11651400	Wholesaling and warehouse services marketing (2-3)	WWSMKT
11651500	Business and personal services marketing (2-3)	BPSMKT
11651700	General merchandising (2-3)	GENMER
11652300	Food service marketing (2-3)	FOODMGT
11659999	Marketing education, other (1-3)	MEOTH

Code	Title	Abbreviation
13650100	VEH general marketing, pre-employment laboratory(1-3)	VEH GM
Office Education		
11672000	Office administrative systems (1-3)	OFFADM
11672100	Business information processing (1-3)	BINFOP
11672200	Business computer applications I (1-3)	BCOMAPI
11672300	Business computer applications II (1-3)	BCOMAPII
11672400	Business computer programming I (1-3)	BCOMPRI
11672500	Business computer programming II (1-3)	BCOMPRII
11673000	Office support systems (1/2-1)	OFSS
11673100	Microcomputer applications (1/2-1)	MICROAP
11673200	Business financial applications (1/2-1)	BFINAP
11670129	Medical secretary (1-3)	MEDSEC
11670130	Legal secretary (1-3)	LEGSEC
11670108	Insurance (1-3)	INSCI
11670135	Banking (1-3)	BNK
11671300	Educational assistant (1-3)	EDASST
12670500	Business office services (CVAE) (1-3)	BOFFS
12670600	Business office clerical (CVAE) (1-3)	BOFFC
13670300	Business office services (VEH) (1-3)	BUSOFFS
13670400	Business office clerical (VEH) (1-3)	BUSOFFC
Health Occupations Education		
11680301	Health care science (1)	HCS
11680100	Health occupations education I (2-3)	HOEI
11680210	Health occupations education II (2-3)	HOEII
11680115	Central supply aide (2-3)	CENSUP
11680400	Dental assistant (2-3)	DENASST
11680600	Dental laboratory aide (2-3)	DENLAB
11680116	Diet clerk (2-3)	DIETCL
11680102	Electrocardiograph technician (2-3)	ELECCARD
11680117	Home health aide (2-3)	HOMHAIDE
11681100	Medical laboratory aide (2-3)	MEDLAB
11681000	Medical office assistant aide (2-3)	MEDOASST
11681300	Nursing assistant (2-3)	NUASST
11680118	Nursing assistant, radiology (2-3)	NUASSTRA
11680113	Nursing assistant, respiratory therapy (2-3)	NUASSTRT
11680112	Physical therapy aide (2-3)	PHYTHERP
11680119	Biomedical instrument aide (2-3)	BIOINSTR
11680103	Electroenchephalogram aide (2-3)	ELECCEPH
11680104	Emergency medical aide (2-3)	EMMED
11680120	Environmental health aide (2-3)	EVNHLTH
11680135	Hospital entrance aide (2-3)	HOSENAIDE
11680110	Orthopedic appliance aide (2-3)	ORTHAPPL
11680121	Orthotics aide (2-3)	ORAIDE
11680109	Optometric aide (2-3)	OPTAIDE
11680122	Occupational therapy aide (2-3)	OCCTHERP
12680200	Health, CVAE cluster (1-3)	HPELCVAE
13680100	VEH, health (1-3)	HPLVEH
13680200	VEH nursing assistant (1-3)	NASSTVEH

Glossary of Terms, Definitions, and Acronyms

This section is divided into two categories:

- Terms and definitions.
- Acronyms which are commonly used by counselors and other educators.

The sources used to determine the terms and definitions were:

- Carl D. Perkins Vocational and Applied Technology Act of 1990.
- Master Plan for Vocational Education in Texas.
- Tech Prep High School and Associate of Applied Science Degree Programs: Guidelines for Development and Implementation.

Terms and Definitions

Administration

Persons who manage, direct, and supervise the districtwide instructional program, and improve the quality of instruction and the curriculum.

Advanced Placement

Any agreement or plan between educational institutions, or any other method of recognition of student achievement, that enables secondary students or students in higher education to receive credit for or bypass courses in a higher education program, thereby shortening the time to complete a higher education program.

Advanced Skills Mastery Certificate

The certificate awarded to a graduate of a Tech-Prep associate of applied science degree program after completion of an advanced block of technical study and/or demonstration of advanced competency by competency-based examination. The Advanced Skills Mastery Certificate may be designed to include courses that transfer to a college or university and count toward the completion of a baccalaureate degree. The Advanced Skills Mastery Certificate curriculum represents advanced skills as defined by local business or industry and leads to enhanced employability.

Aides

Personnel who assist instructors with the instruction of pupils in a learning situation.

Apprenticeship Programs

Supervised, on-the-job training instruction in occupations which have been certified by the Bureau of Apprenticeship and Training of the United States Department of Labor.

Articulation

A planned process linking educational institutions and experiences to assist students in making a smooth transition from one level of education to another without experiencing delays or duplication in learning. Examples of articulation include: advanced placement; time-shortened, 2 + 2 programs, and 2 + 2 + 2 programs; and Tech-Prep associate of applied science degree programs.

Articulation Plan

A plan developed cooperatively between a secondary school district and a postsecondary institution. The plan ensures the coordination of secondary and postsecondary (two-year) occupational training to eliminate unnecessary duplication of course work and streamline the educational process.

Associate of Applied Science Degree Program

An academic program designed for immediate employment and/or career advancement which is composed of an orderly, identifiable sequence of courses designed to meet specific occupational competencies and outcomes. The degree program is composed of technical courses, general education courses, related studies, and elective courses.

Career Guidance, Vocational Counseling and Placement

Those programs that (1) pertain to the body of subject matter and related techniques and methods organized for the development in individuals of career awareness, career planning, career decision making, placement skills, and knowledge and understanding of local, state, and national occupational, educational, and labor market needs, trends, and opportunities and (2) assist individuals in making and implementing informed educational and occupational choices.

Certificate Programs — An academic program designed for entry-level employment, a specialty within an occupational area, and/or upgrading skills and knowledge within an occupation. Certificate programs serve as exit points within Tech-Prep AAS degree programs.

Competency-Based Education — An educational program designed to teach applied and/or job-related clusters of skills, knowledge, and attitudes which form the basis of a student evaluation.

Competency Profile/Portfolio — A comprehensive profile of the specific skills a student has mastered. The profile is updated continuously and accompanies the student's transcript and/or resume and may constitute a portion of an employment portfolio.

Concurrent Credit (Dual Credit) — A system whereby a student takes a course at one institution and receives credit for the course at more than one institution. Tech-Prep students may receive concurrent credit for courses taken in high school, and course credit may be held in escrow pending student enrollment in the second institution granting the credit.

Concurrent Enrollment (Dual Enrollment) — A condition in which a student is officially enrolled in two different institutions simultaneously. Tech-Prep programs do not require that students be concurrently enrolled.

Cooperative Education — A method of instruction of vocational education for individuals who, through written cooperative arrangements between the school and employers (training sponsors), receive instruction, including required academic courses and related vocational instruction by alternation of study in school with a job in any occupational field; the two experiences must be planned and supervised by the school and employers (training sponsors) so that each contributes to the student's education and employability.

Cooperative Training Plan — A written cooperative agreement between the school and the employer (training sponsor) for each student enrolled in a cooperative education course. The training plan shall ensure that each student will receive both on-the-job and related instruction covering the required essential elements for the specific occupation involved. In cases where no approved essential elements are available, the appropriate training elements must be identified cooperatively by the school and the employer (training sponsor).

Community-Based Organization — Any such organization of demonstrated effectiveness described in section 4(5) of the Job Training Partnership Act.

Consortia — Groups of institutions with signed program articulation agreements. Tech-Prep consortia must be composed of a minimum of one public institution of higher education and more than one independent school district, unless a single ISD has a sufficient enrollment of students to support a Tech-Prep program. Consortia must provide evidence of direct involvement of business and industry and of the appropriate regional Quality Work Force Planning Committee.

Cooperative Education — A method of instruction provided by a sponsoring firm and school for the student. Allows the student training and experience in the workplace to reach established learning objectives as outlined in a formal plan developed cooperatively by firm and school.

Counselor — Individual professionally trained and with state counselor or vocational counselor certification to provide a comprehensive career development guidance program at all educational levels.

Credit In Escrow

A condition whereby a student receives dual credit for a course taken at one institution after the student enrolls in the second institution. Credit in escrow policies in Tech-Prep programs should not require a student to pass more advanced levels of study before credit is granted.

Curriculum Materials

Instructional and related or supportive material, including materials using advanced learning technology, in any occupational field that is designed to strengthen academic foundations and prepare individuals for entry level employment or to upgrade occupational competencies of those previously or presently employed in any occupational field, and appropriate counseling and guidance material.

Displaced Homemaker

For the purpose of providing vocational education services and activities under Public Law 101-392, a displaced homemaker is defined as an individual who: (1) is an adult and (2) has worked as an adult primarily without remuneration to care for the home and family and for that reason has diminished marketable skills, (3) has been dependent on public assistance or on the income of a relative, but is no longer supported by such income, (4) is a parent whose youngest dependent child will become ineligible to receive assistance under the program for aid to families with dependent children under part A of Title IV of the Social Security Act within two years of the parent's application for assistance under this Act or (5) is unemployed or under employed and is experiencing difficulty in obtaining any employment or suitable employment, as appropriate.

Economically Depressed Area

An economically integrated area within any state in which a chronically low level of economic activity or a deteriorating economic base has caused such adverse effects as: (1) a rate of unemployment which has exceeded by 50 percentum or more the average rate of unemployment in the state, or in the nation, for each of the three years preceding the year for which such designation is made or (2) a large concentration of low income families, the designation of which is approved by the Secretary as consistent with the purposes of the Act, with these criteria, and with such other criteria as the Secretary may prescribe.

Economically Disadvantaged

A family or individual who the State Board identifies as low income on the basis of uniform methods that are described in the state plan.

Education

A method of instruction between a sponsoring clinical agency and the student which provides student training and experience in the workplace in order to reach established learning objectives as outlined in a formal plan developed by institutional staff.

Exit Points

Specified points in the sequence of courses in a Tech-Prep AAS degree program at which a student may exit the program, enter employment or receive a certificate.

Handicapped

Individuals who are mentally retarded, hard of hearing, deaf, speech or language impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired; other health impaired persons; or persons with specific learning disabilities, and who because of their handicapping condition, cannot succeed in the regular vocational education program without special assistance.

Instructors	Personnel directly involved with instruction of pupils in a learning situation.
Integration of Academic and Technical/Vocational Curricula	Integration refers to including academic theories and competencies in technology courses and including applications of theory to the workplace and real life situations in academic courses.
LEP	A person with limited English proficiency (LEP) who is a member of a national origin minority that does not speak and understand the English language in an instructional setting well enough to benefit from vocational studies to the same extent as a student whose primary language is English. These persons may include: (1) individuals who were not born in the United States or whose native tongue is a language other than English and (2) individuals who come from environments where a language other than English is dominant and thus have difficulties speaking and understanding instructions in the English language.
Master Plan for Vocational and Technical Education	The state document which is the blueprint for delivery of vocational education in Texas.
Occupational Education	An organized technical and vocational program of study directly related to the preparation of individuals for employment or for additional preparation for a career requiring other than a baccalaureate or advanced degree.
Occupationally Specific Course	A course designed to prepare students for employment or additional training in a specific occupation. All cooperative education and pre-employment laboratory courses are considered occupationally specific.
Postsecondary Technical and Vocational Program	Organized units of instruction directly related to the acquisition and/or updating of occupational skills and for which a certificate or an associate of applied science degree is awarded.
Preparatory Services	Services, programs, or activities designed to assist individuals who may or may not be currently enrolled in Tech-Prep or vocational programs in the selection of, or preparation for participation in, an appropriate Tech-Prep or other vocational program. Such services include programs or activities related to outreach to or recruitment of potential students; career guidance and personal counseling; career assessment and testing; and other appropriate services, programs, or activities.
Priority Occupations	Priority occupations are those which have an impact on the Texas economy, require substantial training time, and offer a reasonable expectation of career opportunities and advancement.
Program Approval	The process whereby an institution requests and is granted authorization to implement a new technical or vocational program.
Program Revision	The process whereby a higher education institution requests a change to an existing approved program.
Quality Work Force Planning	A partnership established between educators and employers in a region for the purpose of developing a skilled and educated work force to enhance economic development in this state and to compete in a global economy. To achieve this purpose, Quality Work Force Planning Committees will analyze regional job opportunities and education and training needs, identify regional priorities for

	vocational-technical education program offerings, and develop regional plans that address those priorities.
Quality Work Force Planning Committees	The 24 regional planning groups—comprised of representatives from local education and training providers, business, industry and labor—which have the responsibility to analyze labor market information from their region, identify targeted occupations and develop a Service Area Plan for vocational and technical education in their region.
Secondary Technical and Vocational Programs	Organized units of instruction designed to provide students the opportunity to make informed occupational choices, determine educational needs and options, develop employability traits, and acquire marketable occupational skills.
Sequential Course of Study	An integrated series of courses which are directly related to the educational and occupational skills preparation of individuals for jobs, or preparation for postsecondary education.
Single Parent	An individual who: (1) is unmarried or legally separated from a spouse and (2)(i) has a minor child or children for which the parent has either custody or joint custody or (ii) is pregnant.
Special Populations	Individuals with handicaps, educationally and economically disadvantaged individuals, individuals of limited English proficiency, individuals who participate in programs designed to eliminate sex bias, and individuals in correctional institutions.
Student Services	For vocational purposes, student services are those services excluding guidance and counseling, that are not instructional in nature, such as child care, transportation, and work study for students.
Supplementary Services	Curriculum modification, equipment modification, supportive personnel, and instructional aids and devices designed to enhance student achievement in a technical program.
TAAS (Texas Assessment of Academic Skills)	An examination which measures each student's reading, writing, and mathematical skills to determine whether the student has mastered a specified course of study.
TASP (Texas Academic Skills Program) Test	An examination which measures a student's reading, writing, and mathematical skills to determine whether the student is prepared to complete college-level course work successfully.
Tech-Prep Associate of Applied Science Degree Program	A cooperatively developed, competency-based six-year program of study which begins in high school and which results in an associate of applied science degree and an Advanced Skills Mastery Certificate from a community or technical college.
Tech-Prep Education Program	A combined secondary and postsecondary program that leads to an associate degree or two-year certificate; provides technical preparation in at least one field of engineering technology, applied science, mechanical, industrial, or practical art or trade, or agriculture, health, or business; builds student competence in mathematics, science, and communications through a sequential course of study; and leads to placement in employment.
Technical and Vocational Program Guidelines	A procedures and guidelines manual of the Texas Higher Education Coordinating Board for state-funded technical education programs in public community and technical colleges. The *Program Guidelines* will be updated fall 1992.

Technical Education

Term used by the Texas Higher Education Coordinating Board, Community and Technical Colleges Division, to describe programs which meet the requirements of the federal Perkins Act definition of "vocational education" and which includes occupational education.

TIINS (Texas Innovation Information Network Systems)

A non-profit organization funded by the Texas Legislature to serve as an advanced technology information and research clearinghouse for business, institutions of higher education, and state government. TIINS is also funded by the Texas Department of Commerce to develop a forecast of occupations expected to emerge as Texas businesses and industries adopt new technologies.

2 + 2 Program

An articulated, competency-based technical and vocational program which links the last two years of secondary education with the first two years of higher education to create a four-year curriculum. These 2 + 2 programs do not necessarily meet all the requirements of a Tech-Prep program.

2 + 2 + 2 Programs

An articulated, competency-based technical and vocational program which links a 2 + 2 program to the last two years of higher education to create a six-year curriculum which results in a baccalaureate degree. These 2 + 2 + 2 programs do not necessarily meet all the requirements of a Tech-Prep program.

Vocational Education

Organized educational programs offering a sequence of courses or instruction that is a sequence or aggregation of occupational competencies that are directly related to the preparation of individuals for paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree. These programs must include competency-based applied learning that contributes to an individual's academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, and the occupational-specific skills necessary for economic independence as a productive and contributing member of society. This term also includes applied technology education.

Workplace Basic Skills

Those skills desired by employers including: learning how to learn, reading, writing, computation, listening, oral communication, creative thinking/problem solving, self-esteem, goal setting/motivation, personal and career development, and teamwork. Also necessary organizational skills including development of a positive workplace ethic reflecting commitment and loyalty.

Work Study Programs

A special school program designed to provide financial assistance through part-time employment in nonprofit agencies for students who require such aid in order to enter or continue their education and training in a vocational education program. The employment portion of cooperative vocational education programs does not qualify as work study. Funds allocated specifically for the disadvantaged may be used to partially compensate eligible work study students.

Acronyms

AAT	Advanced Academic Training
ABA	Adjusted Basic Allotment
ABACUS	Arizona Basic Assessment & Curriculum Utilization System
ACCESS	A Collaborative Curriculum to Enhance Student Success
ACLD	Association for Children with Learning Disabilities
ACT	Accessing Computers and Technology Accreditation, Curriculum, Training (budget) American College Test
ADA	Average Daily Attendance
AEI	Academic Excellence Indicators
AEIS	Academic Excellence Indicator System
AER	Association for Education & Rehabilitation of the Blind and Visually Impaired
APC	American Productivity Center
APR	Annual Performance Report
ARC	Association for Retarded Citizens
ARD	Admission, Review and Dismissal
ASCD	Association for Supervision and Curriculum Development
ASHA	American Speech, Language and Hearing Association
ASVAB	Armed Services Vocational Aptitude Battery
AVA	American Vocational Association
BPA	Business Professionals of America (formerly Office Education Association - OEA, and Vocational Office Careers Clubs of Texas - VOCCT)
BRS	Bibliographic Retrieval Services
BVE	Basic Vocational Education
CAC	Commissioner's Advisory Council
CAPER	Consortium for the Advancement of Professional Excellence
CAREERS (Project)	Cooperative Approach for Rehabilitation, Education and Evaluation Resource Service
CBI	Computer-Based Instruction
CEC	Council for Exceptional Children
CEU	Continuing Education Units
CI	Career Investigation (formerly Occupational Investigation and Career Exploration)

CIDS	Careers Information Delivery System
CO-OP	Cooperative Education, an instructional arrangement that provides students with occupationally specific training in an on-the-job setting.
CPR	Cardio Pulmonary Resuscitation
CRT	Criterion-Reference Test
CVAE	Coordinated Vocational Academic Education
DADD	Day Alternatives for Developmentally Disabled
DD	Developmental Disabilities
DECA	Distributive Education Clubs of America (student organization for marketing education)
DFSC	Drug Free Schools and Communities
DLM	Development Learning Materials
DOE	Department of Education (formerly USOE)
DOS	Disc Operating System
DOVES	Delivering Optimum Vision and Education Services
DPI	Diagnostic Prescriptives Individualized
ECI	Early Childhood Intervention
ECRI	Exemplary Center for Reading Instruction
EDTC	Educational Development and Training Center
EEP	Extended Educational Programs
ENHANCE (project)	A system for assessing and teaching young children with motor involvement
ESC	Education Service Center
ESL	English as a Second Language
ESP	Eclectic Systematic Programming
ESR	Effective School Research
ETP	Educational Transition Plan or Effective Teaching Practices
EXCET	Examination for the Certification of Educators in Texas
EYS	Extended Year Services
FFA	Future Farmers of America (vocational student organization for agricultural science and technology)
FHA	Future Homemakers of America
FISHS	Friends Interested in Severely Handicapped Students
FTE	Full Time Equivalency

GMT	General Management Training
HCCP	Handicapped Children's Computer Cooperative Project
HECE	Home Economics Cooperative Education
HEP	High School Equivalent Program
HERO	Home Economics Related Occupations
HLAY	Here's Looking At You, 2000
HOSA	Health Occupations Students of America
I&R	Information & Referral
ICT	Industrial Cooperative Training
ICP	Individualized Career Plan
IEP	Individual Education Plan or Individualized Education Plan
IHE	Institution for Higher Education
ILS	Iota Lambda Sigma (Trade & Industrial Honor Society)
ILT	Instructional Leadership Training
INSITE	In-Home, Sensory Interventive Training & Educational Program
IVE	Individualized Vocational Education
JTPA	Job Training Partnership Act
LBB	Legislative Budget Board
LEA	Local Education Agency
LEAD (Project)	Leadership in Educational Administration Development
LEB	Legistative Education Board
LEP	Limited English Proficient
LIFE	Learning In Functional Environments
LPAC	Language Proficiency Assessment Committee
LPC	Licensed Professional Counselor
M&S	Management & Services
ME	Marketing Education (formerly Marketing & Distributive Education - MDE and/or Distributive Education - DE)
MET	Marketing Educators of Texas
MHMR	Mental Health Mental Retardation
MOCT	Multi-Occupational Cooperative Training
MS-DOS	Microsoft Disc Operating System

MSRTS	Migrant Student Record Transfer System
NCDA	National Career Development Association
NDN	National Diffusion Network
NDT	Neuro Developmental Training
NEA	National Education Association
NOICC	National Occupational Information Coordinating Committee
NRT	Norm Reference Test
O&M	Orientation and Mobility
OCR	Office of Civil Rights
OE	Office Education
OSAP	Office of Substance Abuse Prevention
PACT	Pre-America College Test
PATH	A parent advocacy group for special populations
PEIMS	Public Education Information Management System
PEL	Pre-employment Laboratory, an instructional arrangement providing occupationally specific training in a laboratory situation.
PIC	Private Industry Council
PPBS	Proactive Planning for Behavioral Success
PSAT	Pre-Scholastic Aptitude Test
RFA	Request for Application
RFP	Request for Proposals
SAS	Standard Application System
SAT	Scholastic Aptitude Test
SBOE	State Board of Education
SCANS	Secretary's Commission on Achieving Necessary Skills
SDA	Service Delivery Area
SEDL	Southwest Educational Development Laboratory
SEIMC	Special Education Instructional Materials Center
SEMS	Special Education Management Systems
SERS	Special Education Resource System
SOICC	State Occupational Information Coordinating Committee
SOQ	Statement of Qualifications
STARS	Students Taking an Alternative Route

STD	Sexually Transmitted Diseases
SVC	School Volunteer Coordinator
T&I	Trade and Industrial Education
TAAS	Texas Assessment of Academic Skills
TAC	Texas Administrative Code (SBOE Rules)
TACAE	Texas Association for Continuing Adult Education
TACD	Texas Association for Counseling and Development
TAIGO	Teacher Assessment of Instructional Goals and Outcomes
TAMPERD	Texas Association of Health, Physical Education, Recreation and Dance
TASCD	Texas Association for Supervision and Curriculum Development
TASA	Texas Association of School Administrators
TASB	Texas Association of School Boards
TASP	Texas Academic Skills Program
TASSP	Texas Association of Secondary School Principals
TCASE	Texas Council of Administrators of Special Education
TCEA	Texas Computer Education Association
TCEC	Texas Council for Exceptional Children
TCGA	Texas Career Guidance Association
TCOVE	Texas Council on Vocational Education
TCTA	Texas Classroom Teachers Association
TEA	Texas Education Agency
TEAMS	Texas Educational Assessment of Minimum Skills
TEC	Texas Education Code (State Law)
TECAT	Texas Examination for Current Administrators and Teachers
TECC	Texas Education Computing Consortium
THECB	Texas Higher Education Coordinating Board
THOA	Texas Health Occupations Association
TIVA	Texas Industrial Vocational Association
TJTC	Targeted Jobs Tax Credit Act
TOTAL	Teacher Organized Training for Acquisition of Language
TSA	Technology Students Association
TSB	Texas School for the Blind

TSD	Texas School for the Deaf
TSHA	Texas Speech and Hearing Association
TSII	Texas School Improvement Initiative
TSTA	Texas State Teachers Association
TTAS	Texas Teacher Appraisal System
TVASA	Texas Vocational Administrators and Supervisors Association
TVC	Texas Vocational Consortium
TVGA	Texas Vocational Guidance Association
TVTA	Texas Vocational Technical Association
VAC	Vocational Adjustment Coordinator (a special education activity, not a vocational education activity)
VATAT	Vocational Agriculture Teachers Association of Texas
VEH	Vocational Education for the Handicapped
VHETAT	Vocational Home Economics Teachers Association of Texas
VICA	Vocational Industrial Clubs of America
VOCT	Vocational Opportunities Clubs of America
VOETAT	Vocational Office Education Teachers Association of Texas
WHO	We Help Ourselves
WINGS	A Model Tutorial Program
YRE	Year-Round Education

Sources for Additional Information

This section is devoted to providing a listing of resources that will:

- enhance the effectiveness of career guidance and counseling services provided to students.
- eliminate or greatly reduce the many hours devoted to paperwork and research.
- assist the counselor in establishing, maintaining, and documenting accountability.
- assist the counselor in establishing and maintaining goodwill with other educators.

At the end of this section are:

- People and numbers to know.
- Quality Workforce Planning regions.
- Tri-agency Partnership Staff (Texas Education Agency, Texas Higher Education Coordinating Board, and Texas Department of Commerce).
- SOICC (labor market information).
- Texas Innovation Network (new and emerging occupations).
- Job Training Partnership Service Delivery Areas (SDAs).
- Regional Vocational Equity Specialists.
- Frequently used Hotline numbers.

Reference Materials

■ AACD Legal Series: Documentation in Counseling Records, Vol. 2

Robert W. Mitchell
American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$11.95 regular price
$9.95 member price

Learn how to keep accurate and complete records to protect your career. Keeping responsible records can help prevent lawsuits, speed third-party reimbursements and enhance the quality of your services. 75 pp.

■ Advising the College-Bound Student

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$19.95

With an increasingly complex role in today's schools, guidance counselors need professional literature to help them in their work with diverse student groups. 350 pp.

■ Career Book

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$17.95 Paperback
$29.95 Hardcover

This comprehensive career book is a "state-of-art" reference for career guidance. In the book are such topics as: career rewards, mind-set and success, work trends, future jobs, self-awareness, career research, goal-setting, and decision making. Creative activities and problem-solving techniques make this an action-oriented book that promotes change and self-confidence.

■ Career Counseling

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$23.95

Provides a much-needed approach to career problems that integrates traditional career counseling techniques with psychological methods of assessment and intervention.

■ Career Counseling: Applied Concepts Of Life Planning, Third Edition

Vernon G. Zunker
Wadsworth, Inc., 7625 Empire Dr., Florence, KY 41042, 1-800-354-9706
$44.75

Career Counseling shows a practical approach to vocational psychology and career development and the issues practitioners are certain to face in the '90's. Special attention is given to: adults in career transition, future issues, and counseling needs of women, disabled persons, and culturally different persons. Includes Instructor's Manual; Using Assessment Results In Career Counseling, Third Edition. 543 pp. Casebound. 6 1/2 x 9 1/4.

■ Career Counseling: A Psychological Approach

Western Psychological Services, 12031 Wilshire Boulevard, Los Angeles, CA 90025, 1-800-648-8857
$31.20 each or two or more for $29.85 each

This useful volume integrates traditional career-counseling techniques with psychological assessment and intervention. The authors present a step-by-step process that allows counselors to successfully lead clients from the initial interview to a satisfactory job placement. By emphasizing the link between psychological needs and career satisfaction, this unique volume gives counselors a more complete approach to career guidance. 265 pp.

■ Career Exploration Groups

Consulting Psychologists Press, Inc., 3803 E. Bayshore Rd, PO Box 10096, Palo Alto, CA 94303, 1-800-624-1765
$19.50

A guide for workshop leaders who wish to introduce students to the job market. Know yourself. Gather information about

Notes

Notes

potential careers. Understand the process of making an informed decision. These three actions can lead to a successful career search.

■ The Changing Workplace

Consulting Psychologists Press, Inc., 3803 E. Bayshore Rd, PO Box 10096, Palo Alto, CA 94303, 800-624-1765
$33.50

A comprehensive analysis of tomorrow's workplace.

■ Career Development

Choice and Adjustment Research Monograph No. 3
Tiedeman and O'Hara
The College Board, 45 Columbus Ave., New York, NY 10023-6992, (212) 713-8165
$7.95

This first of two reports on career development explores the relationship between an individual's personality and the choice of a career. 115 pp.

■ Career Development

Self-Concept Theory Research Monograph No. 4
Super, Starishevsky, Matlin, and Jordaan
The College Board, 45 Columbus Ave., New York, NY 10023-6992, (212) 713-8165
$6

This second of two reports on the subject of career development explains the self-concept theory, which divides an individual's life into five stages: growth, exploration, establishment, maintenance, and decline. 104 pp.

■ Career Resource Center (CRC) Handbook

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$10. Handbook
$4 Guide & Resume

Provides information regarding the establishment and maintenance of a career resource center, including placement services. Field-tested in school districts of various sizes and financial resources, this handbook includes successful strategies for addressing the Carl D. Perkins Vocational and Applied Technology Act of 1990. Includes the Job Hunter's Guide and Pocket Resume.

■ Career Software Review Guidelines

American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$5

These guidelines apply to software that individual use in planning their own careers.

■ Careers and the College Grad

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$12.95

A resource guide addressing the career interests of undergraduates.

■ Challenge of Counseling in Middle Schools

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$26.95

This book is a compilation of articles from journals and publications on topics of importance to counselors who serve the middle school students. It provides school counselors and other educators many ideas for creating worthwhile experiences for young people within the surroundings of home, school, and community. 375 pp.

■ Changing Contexts for Counselor Preparation in the 1990's

ERIC/CAPS, 2108 School of Education, The University of Michigan, Ann Arbor, MI 48109-1259, (313)764-9492
$10.95

The writers discuss new skills, new roles and new relationships needed by school counselors, community and mental health counselors, and counselor educators and supervisors. 93 pp.

■ Changing Problem Behavior In Schools

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$19.95

Presents an innovative approach to dealing with classroom behavior problems that can be used successfully by teachers, counselors, and administrators.

■ Competency-Based Career Development Strategies and the National Career Development Guidelines

Center On Education And Training For Employment, Ohio State University, 1900 Kenny Rd., Columbus, OH 43210, 1-800-484-4815
$10.50

Gives an overview of the National Career Development Guidelines. Codes over 1,500 ERIC abstracts by National Guideline areas and competencies as well as educational level. Provides sample career development activities. 109 pp.

■ A Comprehensive Career Development Guidance Program for Texas Schools

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$10

Designed to meet the new federal guidelines for all districts, this new handbook meets competencies crossing all grade levels K-12. Sections include career development guidance program model, implementation guidelines and resources.

■ Comprehensive Guidance Administrator's Manual

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$16 Instructor Guide

A model for program development, implementation and evaluation. The primary purpose of this administrator's manual is to help districts plan, develop, implement, and evaluate comprehensive and systematic guidance programs in kindergarten through grade twelve.

■ Comprehensive Guidance Programs That Work

Norman C. Gysbers
ERIC/CAPS, 2108 School of Education, The University of Michigan, Ann Arbor, MI 48109-1259, (313)764-9492
$18.95

Successful comprehensive guidance programs in eight school settings in six states are described. 171 pp.

■ Counseling in a Dynamic Society: Opportunities and Challenges

Edwin L. Herr
American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$28.95 regular price
$26.95 member price

A complete review of major social and economic changes that will affect the future of the counseling profession is presented here by Dr. Herr, noted author and former AACD president. An ideal text for counseling students, this book covers key topics such as: Shifting economic climates; Changing family structures; Cultural diversity; Technological advancement; emerging theoretical and other paradigm shifts; Factors that place your clients "at risk". 410 pp.

■ Counseling Software Guide

Editors: Walz, Bleuer and Maze
American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$52 regular price
$47 member price

This state-of-the-are report takes the guesswork out of buying software for: Personal/social counseling; career and vocational counseling; educational planning and academic counseling; testing; administration, report-writing, and record-keeping. Provides you with up-to-date information about 526 computer programs—how they work, where to obtain

Notes

Notes

them, what they cost. Also includes 93 critical reviews by your peers. 491 pp.

■ Counseling Students Through Their Individual Learning Styles

Shirley A. Griggs
ERIC/CAPS, 2108 School of Education, The University of Michigan, Ann Arbor, MI 48109-1259, (313)764-9492
$10.95

Prepares counselors K-12 to diagnose learning styles, utilize compatible interventions, and consult with teachers about accommodating learning styles in the classroom. 103 pp.

■ Counseling Underachievers: A Counselor's Guide to Helping Students Improve Their Academic Performance

Jeanne C. Bleuer
ERIC/CAPS, 2108 School of Education, The University of Michigan, Ann Arbor, MI 48109-1259, (313)764-9492
$9.95

Summarizes achievement theories, shedding new light on the interaction between ability and effort. 92 pp.

■ The Counselor and the Law—3rd Ed.

Bruce Hopkins and Barbara S. Anderson
ERIC/CAPS, 2108 School of Education, The University of Michigan, Ann Arbor, MI 48109-1259, (313)764-9492
$19.95

This newly revised and expanded edition explores the permissible bounds of conduct within which the counselor can legally perform. 94 pp.

■ Counselor Quest

Garry R. Walz
American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$21.95 regular price
$19.95 member price

Looking for practical and reliable information on a variety of topics to help make more knowledgeable decisions and informed counseling interventions? Counselor Quest offers more than 160 highly readable digests that provide a comprehensive overview of a topic, useful practice and program suggestions and references for more information. 168 pp.

■ Counselors Under Construction

Mary Joe Hannaford
MAR*CO Products, Inc., PO Box 1052, Doylestown, PA 18901, Customer Service (215)345-6922, 1-800-448-2197
$12.95

Establish a positive counseling image for students, teachers, parents and administrators. Many ideas are given to assist you in making contributions to your faculty and your own professional growth. This book is easy to read and an inspiration to roll up your sleeves and put new enthusiasm into school counseling programs.

■ Dictionary of Education

Facts on File
American Vocational Association, Dept. 92A, 1410 King St., Alexandria, VA 22314, 1-800-826-9972
$40 ($45. for Non-Members)

With over 5,000 entries, this dictionary treats terms, concepts, theories and institutions far beyond the scope of traditional education dictionaries. In addition to the standard pedagogical terms, unusual sources are included on school board-teacher labor relations, group insurance, student personnel records, teacher competency examinations, mainstreaming of handicapped children, equal employment opportunity and teacher contracts. From the primary level to high school, this extraordinary reference deals with all facets of the practice, politics and profession of education in the United States. 503 pp.

■ Downshifting

Amy Saltzman
Consulting Psychologists Press, Inc., 3803 E. Bayshore Rd, PO Box 10096, Palo Alto, CA 94303, 800-624-1765
$26.95

An overview of our changing views on work and leisure. Business journalist Amy Saltzman offers an eye-opening overview of how our exhausting drive to succeed—as individuals and as a society—as well as our attitudes toward work and leisure are changing.

■ Elementary School Counseling in a Changing World

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$26.95

This book, developed collaboratively with ASCA, is a collection of the best articles counseling journals during the 1980. It provides elementary specialists with an abundance of eye-opening, innovative approaches and useful information as they seek the surest methods for guiding young students.

■ Elements of Group Counseling

Back to the Basics

Marguerite R. Carroll and James Wiggins
ERIC/CAPS, 2108 School of Education, The University of Michigan, Ann Arbor, MI 48109-1259, (313)764-9492
$7.50

Provides specific strategies and intervention techniques for running all types of groups, e.g., peer support, substance abuser, group guidance, etc. Highly practical with many group techniques and skill-building exercises. 102 pp.

■ Enhancing the Design and Use of Computer-Assisted Career Guidance Systems

Editors: Sampson Jr. and Reardon
American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$28 regular price
$23 member price

This contemporary, up-to-date, state-of-the-art appraisal of computer-assisted career guidance systems (CACGS) features papers and reactions by nationally and internationally recognized authorities in the field from North America. 124 pp.

■ Ethical and Legal Issues in School Counseling

Wayne C. Huey and Theodore P. Remley, Jr.
ERIC/CAPS, 2108 School of Education, The University of Michigan, Ann Arbor, MI 48109-1259, (313)764-9492
$24.95

A collection of articles dealing with the most important legal and ethical issues that affect all school counselors. 341 pp.

■ Ethical Standards Casebook

Barbara Herlihy and Larry B. Golden
American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$14.95 member price
$17.95 regular price

Keep this book on your desk and gain instant access to the latest ethical codes and standards along with—Examples of compliance and violation for each standard; Actual cases brought before AACD's Ethics Committee; How leading counselors approach questions of confidentiality, child abuse, counselor impairment and other troubling matters. 237 pp.

■ Evaluation of Career Guidance Programs: Models, Methods, and Microcomputers

John O. Crites
Center On Education And Training For Employment, Ohio State University, 1900 Kenny Rd., Columbus, OH 43210, 1-800-484-4815
$4.75

Presents conclusions of previous reviews of career guidance programs. Contains a critical analysis of these programs and a new orientation toward career guidance, especially as it affects the individual student 32 pp.

Notes

Notes

■ The Family-Career Connection: A New Framework for Career Development

Juliet V. Miller
Center On Education And Training For Employment, Ohio State University, 1900 Kenny Rd., Columbus, OH 43210, 1-800-484-4815
$5.50

Charts trends in emerging career roles of women, child care and household roles of men, and the effects of parental employment on children. 49 pp.

■ Grant Writing For Human Services: A Training Manual

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$30

Counselors, teachers, and other human service professional often have the opportunity to obtain funding for services and ideas, but do not know how to write the grants to make this happen. This useful publication provides descriptions of how to write a grant and actual grant documents.

■ A Guide To Free Career Guidance Materials

Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455, 1-800-322-3905
$3

Designed to enable schools to obtain a large number of free career guidance materials in a cost-effective manner.

■ Health and Human Services in Texas: A Reference Guide

The Texas Health and Human Services Coordinating Council, PO Box 13065, Austin, TX 78711, (5122)463-2195
$10

This is the most comprehensive resource guide of health and human services available in Texas. The Guide provides resources in addition to the individual program pages. The INDEX cross-references programs by title and services, as well as including key words and subjects relative to health and human services. Appendix B lists Toll-Free phone numbers that should prove helpful to readers. Appendix C lists local information and referral phone numbers.

There are 245 programs in the Reference Guide. These are organized in five sections: state agency pages, federal pages, private sector pages, appendices, and the index.

There are 190 PUBLIC SECTOR PROGRAMS which are organized alphabetically by agency, with the federal programs following the state agencies. If applicable, each agency section begins with the agency regional map and regional office locations. The agencies for which this information is not included do not have regional structures.

The program titles are the same as those used by the administering agency and in the appropriations act; this provides an easy cross-reference to other agency documents.

There are 55 PRIVATE SECTOR PROGRAMS which are organized alphabetically by program title.

Each program page contains:

SERVICE DESCRIPTION—list the actual services provided through the program.

DELIVERY METHOD—states how and where the individual gets the service, and the agency or contractor that actually delivers the service, if applicable.

ELIGIBILITY REQUIREMENTS—describes the characteristics, needs or income limits used to determine if a person can receive services. It also indicates if they are set by federal, state, or local law, or some combination thereof. This information is a simplified summary of requirements. Actual eligibility determination is more specific and must be done by the administering agency. Poverty guidelines are frequently referenced; see Appendix A for more specific income amounts.

NUMBER SERVED—provides the most recent information available on the number of clients receiving assistance from the program. For services where direct client services are not provided, some other measure, such as number of local pro-

grams receiving contracts or types of services provided, is noted. For programs that have information on the percentage of eligible clients or population in need of this service, it is included here.

FUNDING—Lists the percentages of funding provided by federal, state, local, private, and other sources and the most recent fiscal year total available is also included (actual or estimated figures are noted). If there is a state or local match required to receive federal funds, it is also noted.

STATUARY REFERENCE—cites the law, code, regulation, or mandate which establishes and regulates the program. This section does not apply to private sector programs.

RELATIONSHIP TO OTHER PROGRAMS/SERVICES—lists other programs that provide similar or related services for the client group(s) served by this program. In some cases, where limited funding results in eligible person not being served, possible alterative programs are noted. This is an attempt to connect programs, services, and client groups.

CONTACT INFORMATION—provides readers with a resource for finding out further information about each program.

MOST REQUESTED PUBLICATIONS—gives specific names or descriptions of publications which readers may request for more information.

■ Invitational Learning for Counseling and Development

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626

This book explains how integrating the principles of Invitational Learning and counseling into guidance programs was a positive force for change in seven different school settings. Invitational Learning is an excellent approach for responding to the student at risk and minimizing dropouts.

■ Jobs of the Future and the Education They Will Require: Evidence from Occupational Forecasts

T. Bailey
National Center for Research in Vocational Education, order through Materials Distribution Service, Western Illinois University, 46 Horrabin Hall, Macomb, IL 61455, 800-637-7652
$2 (Reprint Series)

This article, reprinted from the *Educational Researcher* (March 1991), analyzes trends in occupation in the United States over the last 15 years and projects trends through the year 2000. The article also looks at problems that can occur when using data analysis to understand the educational requirements of the future.

■ Life Skills Counseling With Adolescents

Steven Paul Schinke and Lewayne D. Gilchrist
PRO-ED, 8700 Shoal Creek Blvd, Austin, TX 78758-6897, (512) 451-3246
$23

This is a pragmatic handbook for human services professionals to help youths 9 to 18 become competent, responsible, and happy adults. The book details well-tested teaching strategies and presents proven methods for designing, implementing, and evaluating life skills programs. 200 pp.

■ NCDA Classic Professional Collection

American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$25

This 8-volume set of NCDA books published over the past several years should be in every career professional's library. these titles are available only in this set and cannot be purchased individually. Set includes: Developing Training Competencies for Career Guidance Personnel; Measuring Vocational Maturity; Facilitating Career Development; Career Development Education: Teachers and Counselors.

Notes

Notes

■ New Directions in Career Planning and the Workplace

Jean M. Kummerow, Editor
Consulting Psychologists Press, Inc., 3803 E. Bayshore Rd, PO Box 10096, Palo Alto, CA 94303, 800-624-1765
$25

Practical strategies for counselors. This anthology presents ground-breaking trends in career planning and the workplace, trends that have literally reinvented the world of work.

■ Nine for the 90's: Counseling Trends for Tomorrow

Libby Benjamin and Garry R. Walz
CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$9.95

Discusses emerging priorities for counseling in the 1990's: learning to learn, life transitions, technology and computers, demographic trends, marketing, stress management, resource resourcefulness, change agentry, and personal empowerment.

■ 102 Tools For Teachers And Counselors Too

Mary Joe Hannaford
MAR*CO Products, Inc., PO Box 1052, Doylestown, PA 18901, Customer Service (215)345-6922, 1-800-448-2197
$19.95
Grade Levels: K-Adult

An invaluable book for counselors. Included are 102 different counseling activities to be used in small groups, classroom guidance or parent groups. Contains activities for problem-solving, self-esteem, career awareness, deepening understanding, and getting acquainted. Includes reproducible worksheets.

■ Outcomes of A Group Career Planning Process

Garrett J. McAuliffe
Center On Education and Training For Employment, Ohio State University, 1900 Kenny Rd., Columbus, OH 43210, 1-800-484-4815
$3

Examines the relative career decision-making effectiveness of one-to-one counseling of youth and a combination of traditional testing materials, self-assessment activities, computer assistance, and self-help books for groups of adults and youth. 14 pp.

■ Private Rules in Career Decision Making

John D. Krumboltz
Center On Education And Training For Employment, Ohio State University, 1900 Kenny Rd., Columbus, OH 43210, 1-800-484-4815
$5.75

Explores how the private, frequently irrational rules people hold affect the way career-related decisions are made. 33 pp.

■ Professional Articles

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$63.60 Professional Articles Set (app. 145 titles, unbound)
$95 Set bound in two vinyl binders (app. 145 titles)
$44.50 Professional Articles for Elementary School Counselors (55 titles)
$51.50 Professional Articles for Junior and Senior high School Counselors (70 titles)
$2 each for Individual Professional Articles
1-9 copies, 10 and over copies $1.60 each
(Minimum order $5.)

Features: topics range from curriculum, group guidance, and mental hygiene—covering issues such as: child abuse; AIDS in schools; kids and drugs; future schools; divorce and stepfamilies; alcoholic parents; learning and behavior problems.

■ The Professional Counselor Competencies, Performance Guidelines and Assessment

Dennis W. Engels and Joseph D. Dameron
American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$16.95 regular price
$14.95 member price

Competency-based assessment is the wave of the future and this easy-to-use rating scale puts you at the leading edge of that wave. This guide is a ready-made tool for assessing and shaping your professional development. You'll find measurable indicators of knowledge and skills for counselors from preservice to supervisory levels. 167 pp.

■ The Professional Practice of Career Counseling and Consultation

American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$6 regular price
$5 member price

This valuable professional publication contains background information on the issues and factors related to effective and accountable career counseling. It provides extensive, current information on the role, function, and competencies of career counselors, ethical standards and issues, and consumer guidelines. Compiled by members of NCDA's Ethics Committee, this publication should be in the ready-reference section of every professional counselor's library.

■ Strengthening K-12 School Counseling Programs

A Support System Approach

Donald R. Rye and Rozanne Sparks
ERIC/CAPS, 2108 School of Education, The University of Michigan, Ann Arbor, MI 48109-1259, (313)764-9492
$19.95

Shows how to systematically plan, implement and evaluate a counseling program over a period of time. 170 pgs.

■ A Survival Guide For Secondary School Counselors

Kenneth W. Hitchner
Applied Research and Education, Inc., Prentice Hall Books Distribution Center, 110 Brookhill Dr., West Nyack, NY 10995-9920, (201)767-5937
$29.95 (call for special orders)

Recommended by other counselors, this guide includes topics such as: All Things To All People; Structure Can Make The Difference (Individual, Group and Career Counseling); Accountability (Qualitative-Transactional data); Pushing Paper; First Encounter (with the student); Typical Problems; Staying On Top Of Today's Curriculum; Handling the Exceptional Students; Dealing With the Student In Crisis; Crisis Issues; College Admissions; Non-Collegebound; Caught In The Middle; How's Your Image?; A Counselor For The Counselor.

■ Technology and Emerging Occupations

(214)748-5140
Texas Innovation Information Network System
1950 Stemmons Freeway
Dallas, TX 75207

■ Texas Business Today

(512)463-2222
Commissioner Mary Scott Nabers
Texas Employment Commission
614 TEC Bldg., 101 E. 15th St.
Austin, TX 78778-0001

■ Texas Job Hunter's Guide

(800)822-7526
Texas SOCICC
TEC Bldg., Rm. 526-T
15th & Congress Ave.
Austin, TX 78778

■ Texas Work Force 2000

Available at your local Texas Employment Commission Office

■ Total Quality Counseling

A Comprehensive Manual for Elementary/Middle School Counselors
David Burgess
MAR*CO Products, Inc., PO Box 1052, Doylestown, PA 18901, Customer Service (215)345-6922, 1-800-448-2197
$19.95

Everything you ever wanted to know about counseling. A complete guide to developmental counseling. Includes: the counselor's role, organizing individual, group, and classroom programs, career education, consultation, evaluation, and

Notes

Notes

public relations. Includes over 50 reproducible forms.

■ Toward the Transformation of Secondary School Counseling

Editors: Coy, Cole, Huey, and Sears
American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$29.95 regular price
$26.95 member price

Final volume in the ASCA/ERIC Counseling and personnel Services Clearinghouse series for school counselors, this compilation of original articles and the best from counseling journals provides a discussion of key concerns, issues and trends in secondary school counseling.

■ Transparency Set

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$8.30 Transparencies (Set of 10)

Ten transparencies to explain and reinforce Comprehensive Guidance development, implementation and evaluation.

■ Trends and Issues in Career Education 1988

Ida M. Halasz
Center On Education And Training For Employment, Ohio State University, 1900 Kenny Rd., Columbus, OH 43210, 1-800-484-4815
$4.75

Examines trends and issues related to helping individuals with career concerns in five areas: career education as a viable construct, impact of the changing workplace, programs for adults, programs for youth with special needs, and the use of computers in career education.

■ Understanding Yourself and Your Career

John Holland
Consulting Psychologists Press, Inc., 3803 E. Bayshore Rd, PO Box 10096, Palo Alto, CA 94303, 800-624-1765
$14 each package (1 pkg of 25)
$12.50 each package (10 or more pkgs of 25)

Linking personality characteristics to general occupational themes.

■ Using Information in Career Development: From Cognitions to Computers

Stone, Jepson, Myers, and Harmon
Center On Education And Training For Employment, Ohio State University, 1900 Kenny Rd., Columbus, OH 43210, 1-800-484-4815
$4.25

Provides three papers that investigate theoretical and practical facets of career development. 57 pp.

■ Vocational Resource Educator Handbook

Instructional Materials Laboratory, Univ. of Missouri-Columbia, 2316 Industrial Dr., Columbia, MO 65202, 1-800-669-2465
$29.35 Instructor

Identifies eight goals that define major roles and responsibilities. Each goal has questions and answers which may be translated into objectives and activities.

■ Where the Jobs Are: Directory of Journals Listing Career Opportunities

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$15

This unique book is a must for career counselors. It lists where jobs are advertised in hundreds of career fields. 110 pp.

■ Where to Start Career Planning

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$15.95

Lists and describes career planning publications used by Cornell University's Career Center. It covers more than 2,000

books, periodicals, and audiovisual resources, and includes special sections, such as financial aid, minority and foreign students, overseas employment, resources of the disabled, second careers, study-and-work options, summer/short-term jobs, and women's issues.

■ Work in the Economy: Careers and Job Seeking into the 21st Century

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$12.

Easy-to-read tables provide insights about which jobs will increase, stay the same, or be phased out. A special section is written for those who administer vocational training or job search programs. These research-based recommendations can increase program effectiveness dramatically through many cost effective and easy-to-implement approaches. 303 pages, softcover.

■ Worker Trait Group Guide

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$23.95

Features and Benefits: links Worker Trait Groups to Military Career Guide and ASVAB results; education and skills listed for each worker group; illustrated and easy to read.

■ Working With Children And Adolescents In Groups

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$28.95

Presents a concrete, step-by-step approach for using small groups to successfully treat problem behaviors in children and adolescents. Combines the latest techniques—modeling, problem-solving, and group strategies.

Journals

■ The Career Development Quarterly

Mark L. Savickas, Editor
$35 per year subscription

Journal published quarterly.

■ Journal of Employment Counseling

American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$11 per year subscription

Journal published quarterly.

■ The School Counselor

Claire G. Cole, Editor
American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$37.50 per year subscription

Journal published five times yearly.

Time-Saving Resources

■ Accountability Plus

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$79.95 Apple Version
$89.95 IBM 5.25", 3.5"

Record your daily activities using your choice of two logs, each designed for quick data entry. The program includes 11 categories and is password protected. Computes a time analysis for each category and provides printed reports for any time period.

■ Career Center Service

Chronicle Guidance Publications, Inc., 66 Aurora St., PO Box 1190, Moravia, NY 13118-1190, 1-800-622-7284
$89.95

Career Index includes: 500 information sources, updated yearly; cross reference; annotations include cost, order informa-

Notes

Notes

tion; labels: pressure-sensitive, pre-addressed; special codes identify free materials; letter format you simply reproduce on your stationery. Just reproduce our form letter on your letterhead, put them in your stamped envelopes, affix the address labels Chronicle furnishes, and mail.

■ Counselor Calendar

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$10.25 each

Designed to assist in carrying out three important counseling functions: Planning—An objectives and Activity Planning Form plus a 12-month Calendar help counselors formulate both long-range and short-range objectives. Organizing—52 Weekly Appointment Sheets divide daily columns into 9 periods-each having coded numbers and letters which, when circled, record time spent in educational, vocational, or personal counseling; source of contact; and counselor initiated, referral, or walk-in. Reporting—A Summary Report Form is printed on the back of each weekly appointment sheet. Headings cover interviews, curriculum services, testing, substitute teaching, and professional meetings. An additional set of 12 Report Forms is provided for periodic evaluations and administrative review.

■ Counselor Contact File

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$49.95 (includes 1 disk and Administration Manual in binder) (Updated 1989)

This program is appropriate for use by counselors, social workers, principals and other non-teaching personnel who wish to keep a record of their student contact. Information in this file can be used for year-end reports, on follow-through of IEP's, reports to parents on student contact sessions, reports to the courts of probation on individual students, and reports to other agencies. System Requirements: Apple II system (48K, 5.25" or 3.5" disks) available soon, Monitor (color optional), 1 Disk Drive, Printer (optional), network versions available, Updates are provided at no cost.

■ Counselor Organizer

Anita Stroupe
MAR*CO Products, Inc., PO Box 1052, Doylestown, PA 18901, Customer Service (215)345-6922, 1-800-448-2197
$17.95

Keep everything you need in one place and at your fingertips. This yearly book includes places for the counselor to write monthly and weekly appointments, Things to do section, student referrals, groups, contacts, follow-up, lesson plans, meetings, parent conferences, special concerns, and special duties.

■ Counselor's Notebook

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$79.95 Apple Version
$89.95 IBM 5.25", 3.5" Version

This electronic file folder will keep your student records accurate and up-to-date. Record your information using either the individual or group counseling sections. Pre-coded choices make entering data quick and easy. Includes word processing features and a large comments section which allows plenty of room for specific information.

■ Course Selection Organizer

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$69. Apple II
$69 IBM 5 1/4 or 3 1/2

An easy-to-use, menu-driven information management system that is designed to allows for the storage, preparation, and retrieval of course selection offerings and related graduation requirements. Printout options include customized course listings with information such as course name, program type, credit earned, grades offered and pre-requisites, graduation requirements, and four-year planning guides in two formats.

■ No-Hassle Career Days

Wintergreen Software, Inc., PO Box 15899, New Orleans, LA 70175, 1-800-321-WGSW
$195 for IBM PC & Compatibles 5.25"

$195.00 for IBM PC & Compatibles 3.5"

For the price of this software package you can get all the plans you need to put on a world class Career Day...one that has been tested and enhanced for over 5 years in Wisconsin schools under the direction of Rose E. Lee, NCC. Materials include a User Manual, a large reusable 3 ring notebook, and two diskettes.

■ 1992 ASCA Resource Kit

American Association for Counseling and Development, 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-347-6647
$13 regular price
$10 member price

Here in one looseleaf resource is everything you need to focus attention on school counselors and their programs—sample news releases, public service announcements, camera-ready logos, dozens of ready-to-copy activities, units, and forms you can put to immediate use with students, parents, faculty, and the community.

■ Occu-Labels

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$31.50

A mailing list of over 550 organizations that publish free and inexpensive career information. You'll find this an excellent way to start or supplement occupational files in guidance offices and career resource centers. No time-consuming addressing of envelopes or post cards—simply attach the pressure-sensitive mailing label. Only organizations that currently publish career materials are included on the mailing labels.

■ The Planning Guide

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$79.95 Apple Version
$89.95 IBM 5.25" or 3.5"

Tired of writing and rewriting plans? Do it the easy way with The Planning Guide. Powerful word processing commands allow you to easily insert, delete, and change information.

■ Schedulemate

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$465 IBM
$470 IBM 3.5"

This program is a powerful student scheduler that will schedule classes for any number of students. ScheduleMate allows up to ten periods per day and up to 15 requests per student with up to three alternate selections per course. Handles an unlimited number of students, teachers, and courses, and allows for multiple section courses, balances section enrollment, and sets maximum and minimum classroom sizes.

■ A Step In The Right Direction

Francis Wagner
MAR*CO Products, Inc., PO Box 1052, Doylestown, PA 18901, Customer Service (215)345-6922, 1-800-448-2197
$7.95

Be the counselor you always dreamed you could be! Contains all the forms needed to organize your job.

■ Student Information Series

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$79.95 (includes 2 disks and Administration Manual in binder) (Updated 1989)

These two disks (one double-sided) contain three programs designed to obtain information about the student or client. The counselor can use this information to help develop plans for current, new, or graduating students. System Requirements: Apple II system (48K, 5.25" or 3.5" disks) available soon, Monitor (color optional), 1 Disk Drive, Printer (optional), network versions available. Updates are provided at no cost.

Notes

Notes

Posters

■ Achievement Posters

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$39.95 Achievement Poster Set 1
$39.95 Achievement Poster Set 2

These high color prints will create a positive attitude in any classroom.

■ COPSystem Occupational Cluster Charts

EdITS, PO Box 7234, San Diego, CA 92167, (619)222-1666
$42 Set of 14 Charts with color cartoons

The charts are designed for display in classrooms during career unit programs, Career Information Centers, and counselor's and career education offices. Each poster represents one of the 14 career clusters.

■ Career Guidance Posters

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$39.95

Eighteen information packed posters that will help your students with career planning. They enhance your career counseling program by reinforcing concepts from analyzing personality traits to changing jobs. Eighteen 17" x 22" posters.

■ Career Education Wall Charts

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$29.95 Charts (25 total)

This series of wall charts was developed to provide counselors, teachers, and students with a new information source. the charts are 17" x 22" in size and loaded with information.

■ Counselor Communication Awards

MAR*CO Products, Inc., PO Box 1052, Doylestown, PA 18901, Customer Service (215)345-6922, 1-800-448-2197
$6.95

Grade Levels: K-6.
Colorfully decorated awards to give parents and students. Let students know you care and let parents know you notice the positive things their children are doing.

■ Discover Yourself

Educational Development and Training Center, East Texas State University, Commerce, TX 75429, 1-800-356-EDTC, (903) 886-5624
$29.95

Wall Charts take your student from self-exploration to career exploration to attitudes on the job. Brighten your career center and inform your students with these lively posters. 17" x 22."

■ The Job World Posters

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$45

Brand new set of 15 posters especially designed to correspond with the instructional units in The Job World Instructors Manual and The Job World Videos. These full color posters (17" x 22") provide visual reinforcement to the employability skill topics covered and encourage discussion and self assessment.

■ Motivational Posters

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$36

Set of 13 creatively designed posters depicting various motivational slogans. These full color (17" x 22") posters continually stimulate and encourage students.

■ Self Esteem Posters by CFKR

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-

800-525-5626
$24.50 Set of 5 Self-Esteem Posters

This set of five bright, cheerful, upbeat, positive posters will provide stimulating visual reinforcement of self-esteem building skills.

■ Stop and Think Cards, Series I-III

Educational Development & Training Center, East Texas State University., Commerce, TX 75429 1-800-356-EDTC
$12 series I (set of 50 cards)
$12 series II (set of 50 cards)
$12 series III (set of 50 cards)

Stop and Think Cards are visual motivational aids in card format which encourage the development of your students' higher-level thinking skills. Packaged in sets of 50 on brightly colored, heavy paperstock. The cards measure 8 1/2" x 11" and can be used on bulletin boards, as sponge activities, or for your own personal use.

■ Your Career X 7 Posters by CFKR

CFKR Career Materials Inc., 11860 Kemper Rd., Unit 7, Auburn, CA 95603, 1-800-525-5626
$34.50 Set of 7 Posters

This set of 7 motivational posters highlights careers that are associated with seven school subjects: (1) English; (2) Math;(3) Science; (4) Social Studies; (5) Art/Design; (6) Physical Education; and, (7) Foreign Languages.

Counselor Goodwill Resources

■ "Life Lines" Can

Educational Development & Training Center, East Texas State Univ., Commerce, TX 75429 1-800-356-EDTC
$23 each Order 6 or more $16.95

This can is filled with 210 "Life Line" cards that will put you on a straightline to a better way of life. With each of these positive and practical affirmations, you will develop the love of life you so richly deserve!

■ Motivation Card

The Education conneXtion, 12597 Montego Plaza, Dallas, TX 75230 (214) 991-5252 (call collect)
$9.75

These wallet-size cards follow the alphabet A thru Z with inspirational reminders for the young and old alike. Each package contains 25 plastic cards.

■ The "New Revised" Appreciation Certificates

MAR*CO Products, Inc., PO Box 1052, Doylestown, PA 18901, Customer Service (215)345-6922, 1-800-448-2197
$6.95

You will hardly recognize the Appreciation Certificates! Each certificate has been updated with unique and creative designs. Includes 46 reproducible certificates with 8 new sayings to show appreciation to teachers, administrators, students, special subject teachers, nurses, aides, etc.

Notes

Numbers to Know

Texas Education Agency

Texas Education Agency
1701 North Congress
Austin, Texas 78701

Sylvia A. Clark, Director of Vocational Guidance Programs
(512) 463-9446

John D. Lucas, Educational Program Director

(512) 463-9498

Professional Organizations

American Assciation for Counseling and Development, 5999 Stevenson Ave., Alexandria, VA 22304.

American Vocational Association, 1410 King St., Alexandria, Virginia 22314

National Employment Counseling Association (NECA), Lois E. Berger, President, 6 Hillside Ave., Verona, NJ 07044,(201)239-8001.

Texas Association For Counseling and Development, 316 W 12th St., Suite 402, Austin, TX 78701, (512)472-3403

Texas Association Of Private Industry Councils, 815 Brazos St., Suite 802, Austin, TX 78701, (512)477-7787

Texas Parent Teacher Association, 408 W. 11th St., Austin, TX 78701, (512)476-6769

Texas Vocational Consortium (Texas Vocational Guidance Association), 720 Brazos St., Suite 416, Austin, TX 78701, (512)472-8834

Career and Counseling Information

Directory of Counseling Services, American Association for Counseling and Development, 5999 Stevenson Ave., Alexandria, VA 22304, (703)823-9800

Economic Research and Analysis (ERA) Department, Texas Employment Commission, 15th and Congress, Rm 208T, Austin, TX 78778, (512)448-2616

National Occupational Information Coordinating Committee, 2100 M. St. N.W., Wash. D.C. 20036, (202)653-5665

State Occupational Information Coordinating Committee, 15th and Congress, Rm 526T, Austin, TX 78778, 1-800-822-PLAN

Texas Employment Commission, 15th and Congress, Rm 208T, Austin, TX 78778, (512)463-2679

Career Information Hotline

(800)822-PLAN
Texas State Occupational Information Coordinating Committee (SOICC)
This hotline can provide information on job trends, educational opportunities, career planning, occupations, and associated statistics upon request.

Education and Training

Accrediting Commission For Independent Colleges and Schools (ACICS), 750 First St. N.E., Suite 900, Washington D.C. 20002-4242, (202) 336-6700

Accrediting Commission For Trade and Technical Schools (ACTTS) [formerly National Association Of Trade And Technical Schools], 750 First St. N.E., Suite 900, Washington D.C. 20002-4242, (202) 336-6700

Career College Association, 750 First St. N.E., Suite 900, Washington D.C. 20002-4242, (202) 336-6700

Texas AFL-CIO, Education Dept., 1106 Lavaca St., Suite 200, Austin, TX 78701, (512) 477-6195

Quality Work Force Planning Regions

Alamo

Chairperson

Dr. A. Burl Henderson
Associate Vice President of
Information Technology
University of Texas at
San Antonio
6900 North Loop 1604 West
San Antonio, TX 78249-0677
(512) 691-4555
(512) 691-5866 (FAX)

Contact

Ms. Pam Janssen
Region XX Education Service Center
1314 Hines Avenue
San Antonio, TX 78208-1899
(512) 299-2400, Ext. 494
(512) 299-2423 (FAX)

Brazos Valley

Chairperson

Mr. Kent Moore, President
Kent Moore Cabinets, Inc
1460 Fountain Avenue
Bryan, TX 77801-1129
(409) 775-2906
(409) 775-0519 (FAX)

Contact

Ms. Patty Groff
Blinn College
301 Post Office Street
Bryan, TX 77801-2142
(409) 823-4988
(409) 823-6828 (FAX)

Capital

Chairperson

Mr. Harvey Alex
Texas Employment Commission
2417 Ashdale Drive
Austin, TX 78758-8105
(512) 467-1544

Contact

Ms. Ann Lessem
Rural Capital Area
Private Industry Council
1104 S. Mays Street, Suite 102
Round Rock, TX 78664-6700
(512) 244-7231
(512) 244-9023 (FAX)

Central Texas

Chairperson

Ms. Susan Kamas
JTPA Program Director
Central Texas Council of Governments
200 North Main Street
PO Box 729
Belton, TX 76513-0729
(817) 939-3771
(817) 939-3207 (FAX)

Contact

Mr. Joe Kiefer, Jr.
Temple Junior College
2600 South First Street
Temple, TX 76504-7435
(817) 773-9961, ext. 311
(817) 773-7841 (FAX)

Coastal Bend

Chairperson

Mr. Feliciano Gallegos, Superintendent
Robstown Independent School District
801 North First Street
Robstown, TX 78380-2698
(512) 387-9402
(512) 387-0466 (FAX)

Contact

Mr. Baldomero Garcia
Workforce Development Corporation
5110 Wilkinson Drive
Corpus Christi, TX 78415-3004
(512) 855-0322, ext. 359
(512) 852-8421 (FAX)

Concho Valley

Chairperson

Mr. Larry Borchers
Howard College
3197 Executive Drive
San Angelo, TX 76904-6801
(915) 944-9585

Contact

Ms. Diana Treadaway
Region XV Education Service Center
612 South Irene Street
San Angelo, TX 76903-6699
(915) 658-6571
(915) 658-6571 (FAX)

Deep East Texas

Chairperson

Mr. Jerry Moore, Vice President
Moore Brothers Construction Co.
PO Box 35
Lufkin, TX 75902-0035
(409) 639-2261
(409) 639-5876 (FAX)

Contact

Dr. Richard Pulaski, Director
Vocational-Technical Division
Angelina College
PO Box 1768
Lufkin, TX 75902-1768
(409) 633-5246
(409) 639-4299 (FAX)

East Texas

Chairperson

Mr. Bob Iden, Assistant Superintendent
Winona Independent School District
PO Box 218
Winona, TX 75792-0218
(903) 877-3140
(903) 877-9387 (FAX)

Contact

Dr. John Fabac
Technology Pratnership Organization
3900 University Boulevard
Tyler, TX 75701-6699
(903) 566-7315 or 566-7316
(903) 566-4281 (FAX)

Golden Crescent

Chairperson

Mr. Steve Hoskinson, Division Vice President
Welders Equipment Company
203 North Ben Jordan
Victoria, TX 77902-8628
(512) 578-0307
(512) 575-2461 (FAX)

Contact

Ms. Millie McLaughlin
Golden Crescent PIC
2401 Houston Highway
Victoria, TX 77901-5737
(512) 576-5872
(512) 576-4335 (FAX)

Gulf Coast

Chairperson

Mr. Dan Harding, Co-Chair
Vice President, Human Resources
Texas Children's Hospital
1020 Holcombe, Suite 600
Houston, TX 77030-2208
(713) 770-2028
(713) 770-2829 (FAX)

Dr. Nellie Thorogood, Co-Chair
North Harris-Montgomery Community
College District
250 N. Sam Houston Parkway East
Houston, TX 77060-2000
(713) 591-3500
(713) 591-3513 (FAX)

Contact

Ms. Karen Baird
TechForce 2000
North Harris-Montgomery Community
College District
250 N. Sam Houston Parkway East
Houston, TX 77060-2000
(713) 591-9306
(713) 591-3513 (FAX)

Heart of Texas

Chairperson

Mr. Curtis Cleveland, Co-Chair
Sr. Vice President, Economic Development
Greater Waco Chamber of Commerce
PO Box 1220
Waco, TX 76703-1220
(817) 752-6551
(817) 752-6618

Mr. Al Pollard, Co-Chair
Dean of Technical Education
McLennan Community College
1400 College Drive
Waco, TX 76708-1498
(817) 750-3515
(817) 756-0934 (FAX)

Contact

Ms. Elizabeth B. Smith, Project Director
Center for Occupational
Research and Development (CORD)
PO Box 21689
Waco, TX 76702-1689
1-800-231-3015 or (817) 772-8756
(817) 772-8972 (FAX)

Lower Rio Grande Valley

Chairperson

Dr. Gilbert Leal, President
TSTC-Harlingen
Harlingen, TX 78550-3697
(512) 425-0602
(512) 425-0799 (FAX)

Contact

Mr. Arturo McDonald, Jr.
Short Course Center
TSTC-Harlingen
Harlingen, TX 78550-3697
(512) 425-0626 or (512) 425-0627
(512) 425-0797 (FAX)

Middle Rio Grande

Chairperson

Mr. Pete Castillo
Director of Special Programs
Eagle Pass ISD
PO Box 1409
Eagle Pass, TX 78853-1409
(512) 773-5181
(512) 773-7252 (FAX)

Contact

Mr. Ricky McNiel
Project Director
Middle Rio Grande Development Council
209 North Getty Street
Uvalde, TX 78801-5203
(512) 278-2527
(512) 278-2929 (FAX)

North Central Texas

Chairperson

Mr. Dave Rawles, Vice President
Human Resources/Administration
GTE Directories
PO Box 619810
DFW Airport, TX 75261-9810
(214) 453-7914
(214) 453-6815 (FAX)

Contact

Mr. Candy Slocum
InterLink
PO Box 610246
DFW Airport, TX 75261-0246
(214) 621-0400
(214) 929-0916 (FAX)

North East Texas

Chairperson

Mr. Lewis Williams
3170 Laurel Lane
Paris, TX 75460-6446
(903) 784-2604
(903) 785-7661 (FAX)
c/o Vickie Olgesbee

Contact

Dr. John Carnes, Project Director
Quality Work Force Planning Unit
Northeast Texas Community College
PO Box 1307
Mr. Pleasant, TX 75455-1307
(903) 572-1911
(903) 572-6712 (FAX)

North Texas

Chairperson

Ms. Enid Moorman
Howmet—WF Casting Division
6200 Central Freeway
Wichita Falls, TX 76307-1616
(817) 855-8100
(817) 855-8814 (FAX)

Contact

Ms. Beverly Larson
Region IX Education Service Center
301 Loop 11
Wichita Falls, TX 76305-3799
(817) 322-6928
(817) 767-3836 (FAX)

Panhandle

Chairperson

Mr. Gary Stevens, Area Manager-
External Affairs
Southwestern Bell Telephone Company
815 South Tyler, 3rd Floor
Amarillo, TX 79101-3427
(806) 378-1303
(806) 378-0423 (FAX)

Contact

Mr. Dave McReynolds
Panhandle Area Alliance
Suite 1020, Plaza Two, Lobby Box 221
500 South Taylor Street
Amarillo, TX 79101-2442
(806) 371-7577
(806) 371-9519 (FAX)

Permian Basin

Chairperson

Mr. Willie Taylor, Employment Director
Permian Basin Regional
Planning Commission
PO Box 60660
Midland, TX 79711-0660
(915) 563-1061
(915) 563-1728 (FAX)

Contact

Ms. Georgia Hankins
Midland College
3600 North Garfield
Midland, TX 79705-6397
(915) 685-4673
(915) 685-4690 (FAX)

South East Texas

Chairperson

Mr. Paul Jones, Director
Production, Transmission &
Distribution Training
Gulf State Utilities
PO Box 2951
Beaumont, TX 77704-2951
(409) 839-3035
(409) 839-3077 (FAX)

Contact

Mr. Theo Stone
Region V Education Service Center
2295 Delaware Street
Beaumont, TX 77703-4299
(409) 835-5212
(409) 833-9755 (FAX)

South Plains

Chairperson

Mr. Rob Robitaille, Training Manager
Texas Instruments, Inc.
2301 N. University, MS 5731
Lubbock, TX 79415-1717
(806) 741-3350
(806) 741-2146 (FAX)

Contact

Ms. Carol Barnette, Project Director
South Plains Community Action
Association, Inc.
411 Austin Street
Levelland, TX 79336-4733
(806) 894-7293
(806) 894-5349 (FAX)

South Texas

Chairperson

Ms. Linda L. Howland
Lula Morales Realty, Inc.
5615 San Dario, Suite 101
Laredo, TX 78041-3023
(512) 724-9094
(512) 724-2084 (FAX)

Contact

Mr. Arturo Meraz
Laredo Junion College
West End Washington Street
Laredo, TX 78040-4395
(512) 721-5102
(512) 721-5103 (FAX)

Texoma

Chairperson

Dr. Bud Joyner, President
Cook County College
1525 W. California Street
Gainesville, TX 76240-4699
(817) 668-7731
(817) 668-6049 (FAX)

Contact

Mr. Rod Minatra
Texoma Council of Governments
10000 Grayson Drive
Denison, TX 75020-8399
(903) 892-8161
(903) 786-8122 (FAX)

Upper Rio Grande

Chairperson

Ms. Ann Enriquez
Public Relations Representative
Southern Union Gas Company
PO Box 2040
El Paso, TX 79976-2040
(915) 544-6300
(915) 521-4560 (FAX)

Contact

Mr. Otis Burnett, Project Manager
URG Regional Planning Cooperative
c/o URG Private Industry Council, Inc.
1155 Westmoreland Drive, Suite 235
El Paso, TX 79925-5649
(915) 779-6623
(915) 779-8366 (FAX)

West Central Texas

Chairperson

Mr. Stuart Hall, Interim Chair
Director of Small Business
Development Center
Abilene Christian University
PO Box 8350
Abilene, TX 79698-8350
(915) 674-2776
(915) 674-2507 (FAX)

Contact

Mr. Charles Dunnam
West Central Texas Council of
Governments
PO Box 3195
Abilene, TX 79604-3195
(915) 672-8544
(915) 675-5214 (FAX)

Tri-Agency Tech Prep Staff

Texas Education Agency

For assistance with tech-prep programs, 2+2+2 programs, and articulation agreements, contact:

Vocational Education Programs
Texas Education Agency
1701 North Congress Avenue
Austin, TX 78701-1494
(512) 463-9446
(512) 463-9838 (FAX)

Carrie Nelson
Program Director
Community and Technical Colleges Division
Texas Higher Education Coordinating Board
7745 Chevy Chase Drive, Building V
PO Box 12788
Austin, TX 78711-2788
(512) 483-6250
(512) 483-6444 (FAX)

Ron Curry
Associate Program Director
Community and Technical Colleges Division
Texas Higher Education Coordinating Board
7745 Chevy Chase Drive, Building V
PO Box 12788
Austin, TX 78711-2788
(512) 483-6250
(512) 483-6444 (FAX)

For assistance in coordinating activities with Tech-Prep programs, contact:

Gina Starr
State Planner
Work Force Development Division
Texas Department of Commerce
816 Congress Avenue
PO Box 12728
Austin, TX 78711-2728
(512) 320-9800
(512) 320-9875 (FAX)

Texas Higher Education Coordinating Board Contacts

For assistance in coordinating activities with higher education institutions, contact:

Sally J. Andrade
Director of Research and Program Planning
Community and Technical Colleges Division
Texas Higher Education Coordinating Board
7745 Chevy Chase Drive, Building V
PO Box 12788
Austin, TX 78711-2788
(512) 483-6250
(512) 483-6444 (FAX)

For assistance with community college and technical institute vocational-technical education program data, contact:

Bob Lahti
Associate Program Director
Community and Technical Colleges Division
Texas Higher Education Coordinating Board
7745 Chevy Chase Drive, Building V
PO Box 12788
Austin, TX 78711-2788
(512) 483-6250
(512) 483-6444 (FAX)

Texas Department of Commerce

For assistance with labor market information, contact:

Marc Anderberg
Labor Market Information Specialist
Work Force Development Division
Texas Department of Commerce
816 Congress Avenue
PO Box 12728
Austin, TX 78711-2728
(512) 320-9800
(512) 320-9875 (FAX)

For assistance in coordinating activities with the Job Training Partnership Act system, contact:

David M. Dennis
Strategic Planner
Work Force Development Division
Texas Department of Commerce
816 Congress Avenue
PO Box 12728
Austin, TX 78711-2728
(512) 320-9800
(512) 320-9875 (FAX)

State Occupational Information Coordinating Committee (SOICC)

For assistance with SOCRATES and related labor market information, contact:

John Romanek
Labor Market
Information Project Director
State Occupational Information
Coordinating Committee
TEC Building, Room 526T
15th and Congress
Austin, TX 78778-0001
(512) 463-2399
(512) 475-1260 (FAX)

Beverly Collins
Labor Market Specialist
State Occupational Information
Coordinating Committee
TEC Building, Room 526T
15th and Congress
Austin, TX 78778-0001
(512) 463-2399
(512) 475-1260 (FAX)

For assistance with identification and delivery of free career information to students, contact:

Caesar Andreas, Educational Analyst
State Occupational Information
Coordinating Committee
1-800-822-PLAN

Texas Innovation Network (TIN)

For information regarding new and emerging occupations, contact:

Dan Morrison
Executive Director
Texas Innovation Network
Informart
1950 Stemmons Freeway
Dallas, TX 75207-3199
(214) 746-5140
(214) 746-3091 (FAX)

Job Training and Employment Assistance

Job Corps

Services:
- Room, board, and personal allowance
- Dental care, health care, and recreation sports
- Occupational skill training
- Education, including GED
- Employment assistance after completion

Eligibility:
- Ages 16-21
- Resident of U.S.
- In need of vocational training to get a job
- From low income family
- No serious health or behavior problems

Contact:
- Texas Employment Commission (local office—ask for Job Corps Screener)

Job Training Partnership Act (JTPA)

Services:
- Programs targeted to specific populations are described below.

Contact:
- Texas Department of Commerce (512) 320-9800

Summer Youth

Services:
- STEP - Summer Training and Education Program:
  - ☐ Prevent learning loss over summer months
  - ☐ Drop-out prevention
  - ☐ Summer employment
  - ☐ Educational remediation
  - ☐ ½ day academic and life skills training
  - ☐ ½ day work at local non-profit agency at $4.25/hr.
- YOU - Youth Opportunities Unlimited:
  - ☐ Residential 8-week work-study program aimed at drop-out prevention.

Eligibility:
- Economically disadvantaged youth ages 14-21

Contact:
- Limited availability
- Local Private Industry Council

Veterans

Services:
- Employment assistance and counseling services

Eligibility:
- Service connected
- Disabled vets
- Vietnam vets
- Recently separated vets

Contact:
- Texas Department of Commerce
- Local Private Industry Council

Dislocated Workers

Services:
- Skills assessment & aptitude testing
- Job referrals & job search training
- Relocation assistance

Eligibility:
- Laid off or have received termination notice
- Unemployed as a result of business or plant closure
- Have skills that have become obsolete

Contact:
- Texas Department of Commerce
- Local Private Industry Council

Women

Services:
- On-the-job training
- Classroom training
- Basic skills and educational training
- Youth programs

Eligibility:
- None
- Support services during training:
  - ☐ Child care
  - ☐ Transportation
  - ☐ Health care
  - ☐ Meals
  - ☐ Temporary shelter
  - ☐ Financial counseling

Eligibility:
- Low income, age 16 or older
- Women receiving cash welfare or food stamps
- Limited English language proficiency
- Teen parents
- School dropouts
- Displaced homemakers
- Older women workers

Contact:
- Texas Department of Commerce
- Local Private Industry Council

Vocational Rehabilitation

Services:

- Medical, psychological, and vocational evaluation
- Counseling and guidance
- Interpreter services
- Medical treatment
- Assistive devices
- Training
- Halfway house
- Selective job placement
- Follow-up

Eligibility:

- Mental or physical disabilities that interfere with the ability to work
- Has reasonable expectation to become employable after services are rendered by TRC

Contact:

- Texas Rehabilitation Commission (TRC)
  4900 N. Lamar Blvd.
  Austin, TX 78751-2316
  (512) 483-4000

Job Service

Services:

- Job referral
- Special assistance to:
  - Youth
  - Minorities
  - Veterans
  - Disabled persons
  - Disadvantaged older workers
  - Mirgrant and seasonal farm workers
- Employment counseling
- Job matching and resume system
- Clerical testing
- Job search seminars
- Child care clearinghouse
- Communities in schools:
  - Drop-out prevention
  - Employment assistance
  - Parental involvement
  - Enrichment activities
  - Counseling
  - Tutoring
  - Health information

Eligibility:

- None

Contact:

- Texas Employment Commission
  (TEC) local office

JOBS (Job Opportunities and Basic Skills Training Program)

Services:

- Life skills management
- Job readiness and job search
- Education and training
- Vocational guidance and testing

Eligibility:

- AFDC recipients
- Referral to employment services contractors for job search assistance.

Contact:

- Texas Department of Human
  Services (TDHS)
  (512) 450-3011

Job Training Partnership Act Service Delivery Areas (SDA)

Alamo SDA

Mr. Kevin Moriarty, Director
Department of Community Initiatives
115 Plaza de Armas, Suite 20, (Zip 78205)
PO Box 839966
San Antonio, TX 78283-3966
(512) 554-7100
FAX (512) 554-7638

Mr. Romero Cavazos
PIC Chairperson
Alamo Private Industry Council
301 South Frio Street, Suite 380
San Antonio, TX 78207-4414
(512) 220-1200

Honorable Nelson Wolff
Mayor, City of San Antonio
Military Plaza
PO Box 839966
San Antonio, TX 78283-0001
(512) 299-7040
FAX (512) 270-4077

Austin/Travis County SDA

Mr. Bill Demestihas
Executive Director and JTPA Program Director
Austin/Travis County PIC
1106 Clayton Lane, Suite 108E
Austin, TX 78723
(512) 458-3313
FAX (512) 451-1121

Ms. Lori Day
PIC Chairperson
#9171 I.B.M.
11400 Burnet Road
Austin, TX 78758
(512) 823-0003

Honorable Bruce Todd
Mayor, City of Austin
PO Box 1088
Austin, TX 78767-8865
(512) 499-2250
FAX (512) 449-2347

Honorable Bill Aleshire
Travis County Judge
PO Box 1748
Austin, TX 78767
(512) 473-9555
FAX (512) 473-9535

Brazos Valley SDA

Mr. Roy W. Kelly,
PIC Chairperson
Brazos Valley Private Industry Council, Inc.
504 East 27th Street
Bryan, TX 77803-4025
(409) 779-7443
FAX (409) 822-7758

Administrative Entity

Mr. Dale J. Marsico, Chief Administrator and JTPA Program Director
Brazos Valley Private Industry Council, Inc.
504 East 27th Street
Bryan, TX 77803-4025
(409) 779-7443
FAX (409) 822-7758

Honorable R. J. Hormgreen
Brazos County Judge
Brazos County Courthouse
300 East 26th Street, Suite 114
Bryan, TX 77803-5359
(409) 775-7400
FAX (409) 823-6993

Cameron County SDA

Mr. Timo Hinojosa
PIC Chairperson
Cameron County Private Industry Council
285 Kings Highway
Brownsville, TX 78521-4231
(512) 541-5285
FAX (512) 541-0347

Administrative Entity

Ms. Wanda Garza, Executive Director
Cameron County Private Industry Council
285 Kings Highway
Brownsville, TX 78521-4231
(512) 548-6700
FAX (512) 548-8704

Honorable John Garth
Bell County Judge
Bell County Courthouse
PO Box 768
Belton, TX 76513-0768
(817) 939-3521
FAX (817) 939-6448

Central Texas SDA

Mr. A.C. Johnson, Executive Director
Central Texas Council of Governments
100 South East Street (Zip 76513)
P.O. Box 729
Belton, TX 76513-0729
(817) 939-1801

Administrative Entity

Ms. Susan Karnes, Director of Employment and Training Division
Central Texas Council of Governments
200 North Main Street (Zip 76513)
P.O. Box 729
Belton, TX 76513-0729
(817)939-3771
FAX (817) 939-3207

Mr. Charles Rinehardt
PIC Chairperson
ZIP Cleaners
P.O. Box 722
Kileen, TX 76540-0722
(817) 834-7122

Honorable John Garth
Bell County Judge
Bell County Judge
P.O. Box 768
Belton TX 78513-0768
(817) 939-3521
FAX (817) 939-6448

Collin County SDA

Honorable Ronald Harris
Collin County Judge
210 South McDonald Street
McKinney, TX 75069-5686
(214) 548-4635
FAX (214) 548-7221

Administrative Entity

Ms. Patricia Beebe
JTPA Executive
Director
Collin County Training
and Employment Program
321 North Central Expressway, Suite 360
McKinney, TX 75070
(214) 542-0490
FAX (214) 542-2444

Mr. J.B. King, PIC Chairperson
217 Gwendola
McKinney, TX 75069
(214) 542-1868

Concho Valley SDA

Mr. Robert Weaver, Executive Director
Concho Valley Council of Governments
5002 Knickerbocker Road (Zip 76904)
PO Box 60050
San Angelo, TX 76906-0050
(915) 944-9666
FAX (915) 944-9925

Administrative Entity

Ms. Monette Molinar, Director, Dept. of Employment and Training
Concho Valley Council of Governments
5002 Knickerbocker Road (Zip 76904)
PO Box 60050
San Angelo, TX 76906-0050
(915) 944-9666
FAX (915) 944-9925

Mr. Lynn Alexander
PIC Chairperson
Lynn Alexander's Autoplex
4310 Sherwood
San Angelo, TX 76902
(915) 944-0611

Honorable H. F. Ritchie
Mayor, City of Big Lake
PO Box 300
Big Lake, TX 76932-0300
(915) 884-2541

City of Corpus Christi/Nueces County SDA

Mr. Oscar Martinez
Vice President
Corpus Christi/Nueces County SDA
Private Industry Council
5110 Wilkinson Drive
Corpus Christi, TX 78415-3004
(512) 855-7640
FAX (512) 852-8421

Mr. Joe A. McComb
PIC President
c/o McComb Relocation Services
PO Box 1678
Corpus Christi, TX 78403
(512) 888-5907

Honorable Mary Rhodes
Mayor, City of Corpus Christi
PO Box 9277
Corpus Christi, TX 78469
(512) 880-3100

City of Dallas SDA

Ms. Laurie Bouillion Larrea
Executive Director
Private Industry Council of Dallas
3625 North Hall, Suite 900
Dallas, TX 75219
(214) 522-7191
FAX (214) 522-8886

Mr. Jack Miller
PIC Chairperson
Private Industry Council of Dallas, Inc.
12007 Excelsior Way
Dallas, TX 75230
(214) 522-7191

Honorable Steve Bartlett
Mayor, City of Dallas
1500 Marilla Street, Room 5E-N
Dallas, TX 75201-6390
(214) 670-4054

Dallas County SDA

Honorable Lee F. Jackson
Dallas County Judge
Dallas County Administration Building
411 Elm Street, Second Floor
Dallas, TX 75202-3301
(214) 653-7555
FAX (214)653-7057

Administrative Entity

Ms. Laurie Bouillion Larrea
Executive Director
Dallas County Employment
and Training Program
3625 North Hall, Suite 900
Dallas, TX 75219
(214) 522-7191
FAX (214) 522-8886

Mr. Jack Miller
PIC Chairperson
Dallas County SDA
12007 Excelsior Way
Dallas, TX 75230
(214) 522-7191

Deep East Texas SDA

Mr. Walter Diggles
Executive Director
Deep East Texas Council of Governments
274 East Larmar Street
Jasper, TX 75951
(409) 384-5704

Administrative Entity

Ms. Betty J. Brown, JTPA Program Director
Deep East Texas Council of Governments
118 South First Street (Zip 75901)
PO Box 1423
Lufkin, TX 75901-3070
(409) 634-2247
FAX (409) 634-2869

Ms. Unav Wade
PIC Chairperson
Unav's Beauty & Cosmetic Center
127 West Houston
Jasper, TX 75951
(409) 384-8789

Honorable Louis Bronaugh
Mayor, City of Lufkin
PO Drawer 190
Lufkin, TX 75901
(409) 633-0293

East Texas SDA

Mr. Glynn J. Knight, Executive Director
East Texas Council of Governments
3800 Stone Road
Kilgore, TX 75662-9604
(903) 984-8641
FAX (903) 983-1440

Administrative Entity

Mr. Wendell Holcombe, Director
and JTPA Program Director
Occupational Training/Economic
Development
East Texas Council of Governments
3800 Stone Road
Kilgore, TX 75662-9604
(903) 984-8641 FAX (903) 983-1440

Mr. Roy Roundtree, PIC Chairperson
109 Forest Hills Drive
Pittsburg, TX 75686-9782
(903) 856-3171

Honorable Larry Craig
Rusk County Courthouse
115 North Main
Henderson, TX 75652
(903) 657-0302

Fort Worth Consortium SDA

Honorable Kay Granger
Mayor, City of Fort Worth
1000 Throckmorton Street
Fort Worth, TX 76102-6311
(817) 870-6117

Administrative Entity

Mr. Richard L. Sapp
JTPA Program Director
Employment and Training
The Working Connection
440 South Main Street
Fort Worth, TX 76104-2406
(817) 871-8780
FAX (817) 871-8769

Ms. Mary Jean Moloney
PIC Chairperson
PO Box 968
Arlington, TX 76004-0968
(817) 274-9349

Golden Crescent SDA

Mr. H. W. Streitman, Ph.D, Exec. Director
Golden Crescent Private Industry Council
2401 Houston Highway
Victoria, TX 77901
(512) 576-5872
FAX (512) 576-4335

Ms. Georgia Swickheimer
PIC Chairperson
PO Box 3
Fannin, TX 77960
(512) 645-2155

Honorable Helen Walker
Victoria County Judge
Victoria County Courthouse
Room 127
Victoria, TX 77901
(512) 575-4558

Gulf Coast SDA

Mr. Jack Steele, Executive Director
Houston-Galveston Area Council
3555 Timmons Lane, No. 500 (Zip 77027)
PO Box 22777
Houston, TX 77227-2777
(713) 627-3200
FAX (713) 621-8129

Administrative Entity

Mr. Rodney Bradshaw, Manager
and JTPA Program Director
Aging/Employment/Training
Houston-Galveston Area Council
3555 Timmons Lane, No. 500 (Zip 77027)
PO Box 22777
Houston, TX 77227-2777
(713) 627-3200
FAX (713) 621-8129

Mr. Allen L. Moody
PIC Chairperson
Quanex, Gulf States Tube Division
Scott Road & Spur 529 (Zip 77471)
PO Box 952
Rosenburg, TX 77471-0952
(713) 342-5401

Mr. Billy Joe Plaster
Brazoria County Commissioner
Precinct Three
PO Box 548
Alvin, TX 77515
(409) 849-5711

Harris County SDA

Honorable Jon Lindsay
Harris County Judge
Harris County Private Industry Council
ATTN: Deanie M. Diamond, Director
12605 East Freeway, Sta. 620 (Zip 77015)
PO Box 96100
Houston, TX 77213-6100
(713) 221-6666

Administrative Entity

Ms. Deanie M. Diamond
Executive Director and JTPA Program Director
Harris County Private Industry Council
12605 East Freeway, Suite 620 (Zip 77015)
PO Box 96100
Houston, TX 77213-6100
(713) 451-4257
FAX (713) 451-6936

Mr. Harvey Lewis
PIC Chairperson
Employment Coordinator, Personnel
Houston Lighting & Power Co.
PO Box 1700
Houston, TX 77030
(713) 229-7272

Heart of Texas SDA

Mr. Leon A. Willhite, Executive Director
Heart of Texas Council of Governments
300 Franklin Avenue
Waco, TX 76701-2297
(817) 756-7822
FAX (817) 756-0102

Administrative Entity

Mr. Dan Bankey, Acting JTPA Director
and Chief Operating Officer
Heart of Texas Council of Governments
310 Franklin Avenue
Waco, TX 78701-2297
(817) 756-7822
FAX (817) 756-0102

Mr. Gary Waller
PIC Chairperson
c/o Chemical Lime Inc.
PO Box 473
Clifton, TX 76634
(817) 756-6881

Honorable Judge Joe R. Alderman
Freestone County Courthouse
PO Box 367
Fairfield, TX 75840
(903) 389-3335

Hidalgo/Willacy Counties SDA

Honorable J. Edgar Ruiz
Hidalgo County Judge
Hidalgo County Courthouse
PO Box 1356
Edinburg, TX 78539-1356
(512) 383-2751 ext. 600

Administrative Entity

Mr. Jesse Villarreal, Executive
Director and JTPA Program Director
Hidalgo County Department of Community
Affairs
1212 South 25th (Zip 78539)
PO Box 1166
Edinburg, TX 78540-1166
(512) 702-5100
FAX (512) 702-5184

Mr. Alonzo Cantu
PIC Chairperson
Cantu Construction, Inc.
3331 North McColl Road
McAllen, TX 78501
(512) 666-8128

City of Houston SDA

Mr. Terry Hudson, Executive Director
& JTPA Program Director
City of Houston SDA
Houston Job Training Partnership Council
1919 Smith Street, Suite 500
Houston, TX 77002-8050
(713) 654-1919
FAX (713) 655-0715

Mr. Howard Lederer
PIC Chairperson
ATEC, Inc.
10375 Richmond, #900
Houston, TX 77042
(713) 954-5131

Honorable Bob Lanier
Mayor, City of Houston
901 Bagby (Zip: 77002)
PO Box 1562
Houston, TX 77251-1562
(713) 247-1888

Lubbock/Garza Counties SDA

Mr. Donald J. McCullough, Executive
Director & JTPA Program Director
JobSource +
Lubbock/Garza Counties PIC
1218 14th Street
Lubbock, TX 79401-3201
(806) 765-5038
FAX (806) 765-6944

Mr. Michael Martinez
PIC Chairperson
Medical Arts Clinic, Personnel Director
1318 Broadway
Lubbock, TX 79401
(806) 763-2161

Honorable B. C. McMinn
Mayor, City of Lubbock
1625 13th Street (Zip 79457)
PO Box 2000
Lubbock, TX 79457-0001
(806) 762-6411

Middle Rio Grande SDA

Mr. Michael Patterson, Executive Director
Middle Rio Grande Development Council
403 East Nopal (Zip 78834)
PO Box 1199
Carrizo Springs, TX 78834-1199
(512) 876-3533
FAX (512) 876-9415

Mr. Jose Luis Balderas
PIC Chairperson
PO Box 386
Crystal City, TX 78639
(512) 374-5440

Honorable William R. Mitchell
Interim Board President
Uvalde County Judge
Uvalde County Courthouse
Uvalde, TX 78801
(512) 278-3216

North Central Texas SDA

Mr. William J. Pitstick, Executive Director
North Central Texas Council
of Governments
616 Six Flags Drive (Zip 76011-6303)
PO Drawer COG
Arlington, TX 76005-5888
(817) 640-3300
FAX (817) 640-7806

Administrative Entity

Mr. Mike Gilmore, Manager
and JTPA Program Director
North Central Texas Council
of Governments
616 Six Flags Drive (Zip 76011-6303)
PO Drawer COG
Arlington, TX 76005-5888
(817) 640-3300
FAX (817) 640-7806

Mr. Donald McBride
PIC Chairperson
Rubbermaid, Inc.
7121 Shelby Avenue
Greenville, TX 75401
(214) 455-0011

Honorable Bill Loftland
Rockwall County Judge
Office of the County Judge
Rockwall County Courthouse
Rockwall, TX 75087
(214) 722-5152
FAX (214) 722-0242

Northeast Texas SDA

Mr. James D. Goerke, Executive Director
Ark-Tex Council of Governments
911 Loop 151, Suite A (Zip 75501)
PO Box 5307
Texarkana, TX 75505-5307
(903) 832-8636
FAX (903) 832-3441

Mr. James Smith
PIC Chairperson
Northeast Texas SDA
HWY 259 South (Zip 75668)
PO Box 204
Lone Star, TX 75668
(903) 656-6521

Honorable James M. Carlow
Bowie County Judge
100 North Stateline Avenue
Texarkana, TX 75501
(903) 793-7696 or 798-3040

North Texas SDA

Mr. Dennis Wilde, Executive Director
Nortex Regional Planning Commission
2101 Kemp Boulevard (Zip 76309)
PO Box 5144
Wichita Falls, TX 76307-5144
(817) 322-5281
FAX (817) 322-6743

Administrative Entity

Mr. Fritz Taylor, JTPA Program Director,
Training and Job Development
Nortex Regional Planning Commission
2101 Kemp Boulevard (Zip 76309)
PO Box 5144
Wichita Falls, TX 76307-5144
(817) 322-5281
FAX (817) 322-6743

Mr. Tom O'Neil
PIC Chairperson
Loan Officer
First State Bank
Drawer A
Archer City, TX 76351
(817) 574-4507

Honorable Kenneth McNabb
Hardeman County Judge
Hardeman County Courthouse
Quanah, TX 79252
(817) 893-2911

Panhandle SDA

Mr. Gary Pitner, Executive Director
Panhandle Regional Planning Commission
2736 West 10th Ave. (Zip 79102-1128)
PO Box 9257
Amarillo, TX 79105-9257
(806) 372-3381
FAX (806) 373-3268

Administrative Entity

Mr. Tom Dressier, Dir of Empl/Trng
Panhandle Regional Planning Commission
2736 West 10th (Zip 79102-1128)
PO Box 9257
Amarillo, TX 79105-9257
(806) 372-3381
FAX (806) 373-3268

Mr. Pat Davis
PIC Chairperson
President
Pat Davis Properties
PO Box 51620
Amarillo, TX 79159-1620
(806) 371-9192

Honorable David Field
Dallam County Judge
PO Box 9395
Dalhart, TX 79022
(806) 249-2450

Permian Basin SDA

Mr. Ernie Crawford, Executive Director
Permian Basin Regional Planning Commission
2910 La Force Drive, Ste 101 (Zip 79711)
PO Box 60660
Midland, TX 79711-0660
(915) 563-1061
FAX (915) 563-1728

Administrative Entity

Mr. Willie Taylor, Employment Director
Permian Basin Regional
Planning Commission
2910 La Force Drive, Ste 101 (Zip 79711)
PO Box 60660
Midland, TX 79711-0660
(915) 563-1061
FAX (915) 563-1728

Mr. Wayne Scott, PIC Chairperson
A.I.P. Products
PO Box 14088
Odessa, Texas 79768-4088
(915) 362-4351

Honorable O. L. Brown
Commissioner
1503 Oriole
Big Spring, TX 79720
(915) 267-2649

Rural Capital Area SDA

Mr. James Satterwhite, Executive Director
Rural Capital Area Private
Industry Council
1106 South Mays Street
Suite 220 (Zip 78664-6746)
PO Box 1565
Round Rock, TX 78680-1565
(512) 244-7966
FAX (512) 244-9023

Mr. Dennis Richter
PIC Chairperson
c/o Southwestern Bell Telephone
500 Talbot
Taylor, TX 76574
(512) 352-3607

Honorable Charles Scott
Blanco County Judge
PO Box 471
Johnson City, TX 78636
(512) 868-4266

Rural Coastal Bend SDA

Mr. Carlos Herrera, Executive Director
and JTPA Program Director
Rural Coastal Bend Private
Industry Council
307 North St. Marys (Zip 78102)
PO Box 1780
Beeville, TX 78104-1780
(512) 358-8941
FAX (512) 358-2130

Mr. Emilio Garza
PIC Chairperson
Rural Coastal Bend Private
Industry Council
PO Box 1780
Beeville, TX 78104-1780
(512) 449-9992

Honorable Jim Huff
PO Box 478
George West, TX 78022
(512) 449-2733 ex. 2

South East Texas SDA

Mr. Don Kelly, Executive Director
South East Texas Regional
Planning Commission
3501 Turtle Creek Drive (Zip 77627)
PO Drawer 1387
Nederland, TX 77627-1387
(409) 727-2384
FAX (409) 727-4078

Administrative Entity

Ms. Linda Brown Turk
JTPA Program Director
Employment and Training
South East Texas Regional
Planning Commission
PO Drawer 1387
Nederland, TX 77627-1387
(409) 727-2384
FAX (409) 727-4078

Mr. George Gardner
PIC Chairperson
4265 Simpson Dr.
Beaumont, TX 77707
(409) 842-0007

Honorable Richard P. LeBlanc, Jr.
Jefferson County Judge
Jefferson County Courthouse
PO Box 4025
Beaumont, TX 77704-4025
(409) 835-8466

South Plains SDA

Mr. W. D. Powell, Jr. Executive Director
South Plains Community Action
Association
PO Box 610
Levelland, TX 79336-0610
(806) 894-6104
FAX (806) 894-5349

Mr. Douglas B. Allen
PIC Chairperson
V. T. S.
1012 East 9th
Littlefield, TX 79336
(806) 385-6451

Honorable Wayne Whiteaker
Lamb County Judge
Lamb County Courthouse
PO Box 706
Littlefield, TX 79339-0706
(806) 385-4222

South Texas SDA

Ruben M. Garcia
PIC Chairperson
South Texas Private Industry Council
4217 North Bartlett Ave. (Zip 78041)
PO Box 1757
Laredo, TX 78044-1757
(512) 722-3973

Administrative Entity

Horacio Acevedo, Executive Director
South Texas Private Industry Council
4217 North Bartlett Ave. (Zip 78041)
PO Box 1757
Laredo, TX 78044-1757
(512) 722-3973
FAX (512) 725-2341

Ruben M. Garcia
PIC Chairperson
Modern Machine Shop
Zapata Hwy & Loop 20 (Zip 78043)
PO Box 1757
Laredo, TX 78044-1757
(512) 722-3973

Honorable Mercurio Martinez, Jr.
Webb County Judge
Webb County Courthouse
PO Drawer 29
Laredo, TX 78042-0029
(512) 727-7272, ext. 505

Tarrant County SDA

Honorable Tom Vandergriff
Tarrant County Judge
Tarrant County Administration Building
100 East Weatherford Street
Fort Worth, TX 76196-0105
(817) 334-1441

Administrative Entity

Ms. Judy McDonald, JTPA Program Director
Tarrant County Employment and Training
2601 Scott Avenue #203
Fort Worth, TX 76103
(817) 531-5690
FAX (817) 531-5699

Mr. R. L. Fain
PIC Chairperson
Community Manager
TU Electric Company
2341 North Main
Fort Worth, TX 76106
(817) 625-9811
FAX (817) 624-8729

Texoma SDA

Ms. Frances Pelley, Executive Director
Texoma Council of Governments
10000 Grayson Drive
Denison, TX 75020-8399
(903) 786-2955
FAX (214) 786-8122

Administrative Entity

Mr. Siras Browning, JTPA Program Director
Texoma Council of Governments
10000 Grayson Drive
Denison, TX 75020-8399
(903) 786-2955
FAX (903) 786-8122

Mr. Jim Crittenden
PIC Chairperson
Crittenden Propane Company
East Sam Rayburn Drive
Bonham, TX 75418
(903) 583-4212

Honorable Don Metzler
Alderman
Texoma Council of Governments
10000 Grayson Drive
Denison, TX 75020-8399
(903) 786-2955
FAX (214) 786-8122

Upper Rio Grande SDA

Mr. John Fuller, Executive Director
Upper Rio Grande Private Industry Council
1155 Westmoreland Drive, Suite 130
El Paso, TX 79925-5849
(915) 772-5627
FAX (915) 779-8366

Ms. Aleana Apodaca
PIC Chairperson
Positive Directions
4120 Rio Bravo, Suite 414
El Paso, TX 79902

Honorable William S. Tiney
Mayor, City of El Paso
No. 2 Civic Center Plaza
El Paso, TX 79901-1196
(915) 541-4000

West Central Texas SDA

Mr. Brad Herbert, Executive Director
West Central Texas Council
of Governments
1025 East North 10th (Zip 79601)
PO Box 3195
Abilene, TX 79604-3195
(915) 672-8544
FAX (915) 675-5214

Administrative Entity

Mr. Tom K. Smith, JTPA Program Director
Occupational Training
West Central Texas Council of Governments
1025 East North 10th (Zip 79601)
PO Box 3195
Abilene, TX 79604-3195
(915) 672-8544
FAX (915) 675-5214

Mr. Rod Waller
PIC Chairperson
Crown Industrial Coating
PO Box 1378
Snyder, TX 79549
(915) 573-9467

Mr. Bobby Campbell, Trustee
Abilene Independent School District
PO Box 3195
Abilene, TX 79604-3195
(915) 672-8544
FAX (915) 675-5214

Regional Vocational Equity Specialists

Provide classroom presentations and free publications that promote gender equity.

Vocational Equity
Administrator
Texas Education Agency
1701 N. Congress Ave.
Austin, TX
78701-1494
(512) 463-9311

ESC, Region 1
(Vacancy)
1900 West Schunior
Edinburg, TX 78539
(512) 383-5611

ESC, Region 2
Tom Driver
209 North Water St.
Corpus Christi, TX 78401
(512) 883-9288

ESC, Region 3
Donna Bentley
1905 Leary Lane
Victoria, TX 77901
(512) 573-0731

ESC, Region 4
Dr. Lois Cunningham
PO Box 863
Houston, TX 77701
(713) 744-6581

ESC, Region 5
Nelda White
2295 Delaware St.
Beaumont, TX 77703
(409) 835-5212

ESC, Region 6
Susette Bazen
3332 Montgomery Rd.
Huntsville, TX 77340
(409) 295-9161

ESC, Region 7
Kay Woodard
PO Drawer 1622
Kilgore, TX 75662
(903) 839-4135

ESC, Region 8
Lisa Lowery
PO Box 1894
Mt. Pleasant, TX 75455
(903) 572-8551

ESC, Region 9
Geneva Day
301 Loop 11
Wichita Falls, TX 76305
(817) 322-6928

ESC, Region 10
Laine Horton
PO Box 1300
Richardson, TX 75080
(214) 231-6301

ESC, Region 11
Melba Hartley
3001 North Freeway
Fort Worth, TX 76106
(817) 625-5311

ESC, Region 12
Ruth Wingo
PO Box 1249
Waco, TX 76703
(817) 756-7494

ESC, Region 13
Dr. Joan Jernigan
5701 Springdale Rd
Austin, TX 78723
(512) 929-1397

ESC, Region 14
Kim Dean
Route 1, PO Box 70-A
Abilene, TX 79601
(915) 675-8646

ESC, Region 15
(Vacancy)
PO Box 5199
San Angelo, TX 76902
(915) 658-6571

ESC, Region 16
Sandy Purcell-Carter
PO Box 30600
Amarillo, TX 79120
(806) 376-5521

ESC, Region 17
Marilyn Stone
1111 West Loop 289
Lubbock, TX 79416
(806) 792-4000

ESC, Region 18
Carolyn North
PO Box 6020
Midland, TX 79701
(915) 563-2380

ESC, Region 19
Jan Smoake
PO Box 10716
El Paso, TX 79997
(915) 779-1551

ESC, Region 20
Linda Mason
1314 Hines Ave.
San Antonio, TX 78208
(512) 299-2400

If You Need Help...

Listed below are telephone numbers for organizations and government agencies with Hotlines for different types of problems you might have.

Runaway Hotline

Provides counseling and referrals for shelter, medical treatment and return transportation.

1-800-392-3352

Child Abuse Hotline

National hotline providing counseling on child abuse.

1-800-4-A-Child

Family Violence & Abuse Hotline

Takes action on reports of abuse.

1-800-252-5400

Suicide Prevention & Crisis Intervention

Provides counseling and referrals for people in need.

1-800-692-4039

Planned Parenthood

Information on family planning, reproductive health & sexuality

Check your local directory

Governor's CrimeVictim Clearinghouse

Refers victims of crime to local agencies that can help.

1-800-252-3423

National AIDS Hotline

Provides information on AIDS and referrals to local & national organizations

1-800-342-AIDS

1-800-243-7889 (Hearing impaired)
1-800-344-7432 (Spanish)

Texas Education Agency

1-800-TEA-1221

Texas Dropout Information Clearinghouse

1-800-8-AT-RISK

GED Information Hotline

1-800-626-9433

National Dropout Prevention Center

1-800-443-6392

COMPLIANCE STATEMENT

TITLE VI, CIVIL RIGHTS ACT OF 1964; THE MODIFIED COURT ORDER, CIVIL ACTION 5281, FEDERAL DISTRICT COURT, EASTERN DISTRICT OF TEXAS, TYLER DIVISION

Reviews of local education agencies pertaining to compliance with Title VI Civil Rights Act of 1964 and with specific requirements of the Modified Court Order, Civil Action No. 5281, Federal District Court, Eastern District of Texas, Tyler Division are conducted periodically by staff representatives of the Texas Education Agency. These reviews cover at least the following policies and practices:

(1) acceptance policies on student transfers from other school districts;

(2) operation of school bus routes or runs on a non-segregated basis;

(3) nondiscrimination in extracurricular activities and the use of school facilities;

(4) nondiscriminatory practices in the hiring, assigning, promoting, paying, demoting, reassigning, or dismissing of faculty and staff members who work with children;

(5) enrollment and assignment of students without discrimination on the basis of race, color, or national origin;

(6) nondiscriminatory practices relating to the use of a student's first language; and

(7) evidence of published procedures for hearing complaints and grievances.

In addition to conducting reviews, the Texas Education Agency staff representatives check complaints of discrimination made by a citizen or citizens residing in a school district where it is alleged discriminatory practices have occurred or are occurring.

Where a violation of Title VI of the Civil Rights Act is found, the findings are reported to the Officer for Civil Rights, Department of Health, Education and Welfare.

If there is a direct violation of the Court Order in Civil Action No. 5281 that cannot be cleared through negotiations, the sanctions required by the Court Order are applied.

TITLE VII, CIVIL RIGHTS ACT OF 1964; EXECUTIVE ORDERS 11246 AND 11375; TITLE IX, 1973 EDUCATION AMENDMENTS; REHABILITATION ACT OF 1973 AS AMENDED; 1974 AMENDMENTS TO THE WAGE-HOUR LAW EXPANDING THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967; AND VIETNAM ERA VETERANS READJUSTMENT ASSISTANCE ACT OF 1972 AS AMENDED IN 1974.

It is the policy of the Texas Education Agency to comply fully with the nondiscrimination provisions of all federal and state laws and regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention, or any other personnel action, or be denied any benefits or participation in any programs or activities which it operates on the grounds of race, religion, color, national origin, sex, handicap, age, or veteran status (except where age, sex, or handicap constitute a bona fide occupational qualification necessary to proper and efficient administration). The Texas Education Agency makes positive efforts to employ and advance in employment all protected groups.